MANUFACTURING & DISTRIBUTION TRAINING TOPICS

ADVANCED TECHNOLOGY
- Active Directory/Lightweight Directory Access Protocol
- Cisco Networking
- CompTIA Network Security
- Dynamics AX Administration
- Exchange Server 2010
- Linux/Unix Administration
- Microsoft SharePoint 2010 Administration
- PowerShell Administration
- Trade Plus Management
- Visual Basic

BUSINESS SKILLS
- Communication Skills
- Finance and Accounting
- Human Resources
- Payroll
- Presentation Skills
- Project Management
- Sales and Use Tax
- Time Management
- Marketing Strategies
- Account Development Strategies
- Putting the Customer First
- Effective Communication Skills
- Product Knowledge
- Accounting Processes
- Business Processes
- Project Management

COMPUTER SKILLS
- Dynamics AX
- Fixed Asset System
- Microsoft Office Intermediate/Advanced
- Trade Plus
- Inventory Management Software
- Information Technology Solutions/Internet Tools
- Handling Special Orders
- MS Office (Intermediate and Advanced)
- o Word
- o Excel
- o PowerPoint
- o Excel
- o Access
- o Outlook
- Project Management Applications
- Product Types
- Database Administrator Tools and Utilities
- Web Application Training
- Database Developer Tools and Utilities
- Advanced Desktop Applications
- Windows Server Support and Maintenance
- Manufacturing Resources
- Production/Distribution/Planning Software
- Internal Customer Applications
- Computer-Aided Design

CONTINUOUS IMPROVEMENT
- Just-In-Time Processes (JIT)
- Production and Inventory Management
• Philosophy and Culture to Sustain Lean
• Auditor Procedures
• C&D Quality Systems
• Increasing Productivity
• Advanced Lean Processes
• Process Improvement Training
• Value Added Activities
• Waste Identification
• Setup Reduction
• AS9100 Inspection Procedures
• Team Development Skills
• Coaching/Counseling/Motivation Techniques
• Kaizen Techniques
• Engineer & Design Procedures
• Six Sigma
• Lean Process Improvement
• Leadership Skills
• Operating Procedure
• Supply Chain Management

MANAGEMENT SKILLS (for Management Trainees only)
• Leadership Essentials
• Management Essentials
• Using Feedback to Improve Team Performance

MANUFACTURING SKILLS
• Special Production Equipment/Tools
• Waste Management
• Material Planning
• Operating Test Equipment
• Advanced Blueprint Reading
• Technical Specifications
• Resolving Production Problems
• Quality Control
• Insert Verification
• Repair Station Procedures
• Production ID and Traceability
• Side Wall Panels
• Lavatory Parts
• Overhead Bins
• Seats
• Cross-Functional Production Equipment Training
• Manufacturing Process Improvement
• Equipment Maintenance Procedures
• Special Components
• Drafting
• Material Handling

BUSINESS SKILLS
• Marketing Strategies
• Account Development Strategies
• Putting the Customer First
• Effective Communication Skills
• Product Knowledge
• Accounting Processes
• Business Processes
• Project Management