

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

- 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

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