



ETP (Employment Training Panel) can fund various types of training programs. Historically, the following training topics have been the most commonly funded types of training for Manufacturers & Distributors. Funding is not limited to these types of training. However, your company can decide what types of training will be provided. Training can be provided in house, by a training agency, or by a third party. Training providers should be California based, unless the training is so unique that a training provider cannot be found in California.

## **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