



## Riverside Community College District



### **State-Funded Training to Boost Your Bottom Line**

UpSkill Employment Training Services offers cost-effective and flexible customized training, and an array of business and technical topics to help your business gain a competitive edge. Specific curricula are developed based on your goals; topics usually fall into one or more of three categories: management, technical, or basic skill training.

Courses are designed to help your business grow:

- Improve employee performance
- Improve Product Quality
- Update Technical Skills
- Reduce Operations Costs
- Increase Net Profits

### **CONTACT US:**

RCCD UpSkill

Employment Training Services

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# AVAILABLE TRAINING TOPICS

## BUSINESS SKILLS

Accountability  
Budgeting  
Business Reports  
Business Strategies  
Change Management  
Communication Skills  
Conflict Management  
Contextualized Math  
Cost Control & Accounting  
Customer Service Skills  
Crisis Management  
Goal Settings  
Financial Strategies  
Interpersonal Skills  
Leadership Skills  
Negotiation Skills  
Performance Management  
Presentation Skills  
Professional & Human Resources Prep. Course  
Project Management  
Sales & Marketing Skills  
Scheduling & Planning  
Standard Office Procedures  
Strategic Planning  
Supervisory Skills  
Time Management  
Understanding Work Group Dynamics

## LITERACY SKILLS

Basic Writing & Reading  
Language Comprehension  
Vocational English as a Second Language (VESL)

## CONTINUOUS IMPROVEMENT SKILLS

AGILE  
Basic Logistics Standard Practices  
Coaching & Mentoring  
Cyber Security  
Decision Making  
Human Centered Design (HCD)  
Innovation  
Internal & External GFSI Audits  
Inventory Control  
ISO & AS Standards  
Just-In-Time Manufacturing (JIT)  
Lean/5S  
Managing a High-Performance Workplace  
Manufacturing Resource Planning  
Material Resource Planning  
Problem Solving  
Process Improvement  
Risk Management  
Root Cause Analysis  
SCRUM  
Six Sigma  
Strategic Process Control (SPC)  
Supply Chain Elements & Management  
Team Building  
TQM-Total Quality Management  
Tracking & Monitoring Production  
Workflow & Scheduling

## COMPUTER SKILLS

Adobe Applications  
Computer Networking  
Computer-Aided Drafting & CAM  
Cost Tracking & Analysis  
Data Base Management  
Document Control  
Inventory Control  
Managing Email  
Microsoft Office Skills for Business (Intermediate/Advanced)  
Purchase Order Tracking  
Shipping Solutions & Related Logistics Software Applications  
Software Applications  
Solid Works Modeling  
World Wide Web

**Safety Skills - OSHA 10 (Certified-OSHA Instructor)**  
OSHA 10

**Safety Skills - OSHA 30 (Certified-OSHA Instructor)**  
OSHA 30

## MANAGEMENT SKILLS

**(Managers/Supervisors/Leads Only)**

Certified Logistics Manager (CLM)  
Communicating & Team Building for Managers  
Manager Boot Camp  
Root Cause Analysis for Managers  
Strategic Planning for Managers

## MANUFACTURING SKILLS

Advance Mechanical Crafts  
Intermediate Mechanical Crafts  
Blueprint & Schematic Drawings  
CNC (Computer Numerical Controlled Machinery)  
Electrical Skills  
Equipment Maintenance & Repair  
Equipment Operation  
Forklift Training  
FSMA Preventive Controls for Human & Animal Foods  
FSPCA for Human Food Compliance  
HACCP for Manufacturing  
Implementing SQF  
Lubrication/Reliability  
Manufacturing Skills  
Manufacturing Production Operations  
Manufacturing Practices & Procedures  
Parts & Product Manufacturing  
PLC (Programmable Logic Controllers)  
Production Maintenance Mechanic  
Production & Machinery  
Nanotechnology Technician's Training  
Shop Math  
SQF Advanced Practitioner  
SQF Quality Systems for Food Manufacturers  
Warehousing  
Welding Skills  
3D Printing Layouts

## Employment Training Panel(ETP)training available for eligible California employers.

### Training Services Eligibility

- Training is for private employers located in California, subject to the California State Unemployment Insurance Tax and the Employment Training Tax ETT for each trainee. And participating employer must face out-of-state competition.
- Company must complete the appropriate Certification Statement (CS) form for its employees (trainees) to be eligible.
- If company has a union, it must have a letter of support for the training. Provide Liability Insurance (COI) if training is conducted at your company Employers must have no more than a 20% turnover rate in the prior calendar year.
- Eligible trainees must be: California residents
- Permanent full-time employees working at least 35 hours per week.
- Paid their regular wages while participating in this UpSkill training
- Willing to provide their Social Security number and rate of pay
- Retained by their employer for a minimum of 90 days following the end of the training
- Relocation: Employers that relocate outside of CA, close or transfer an employee in less than 90 days are liable for repayment to ETP
- Only trainees meeting these qualifications may count toward the class minimum and toward reimbursement.
- Post-Retention Wage: Trainees working in the following counties must earn at least:  
\$22.55/hour San Bernardino, Riverside, Orange County, and all other counties not listed below  
\$22.72/hour San Diego  
\$23.15/hour Los Angeles County  
\$24.25/hour Contra Costa County  
\$24.60/hour Alameda, Marin, San Francisco, San Mateo, and Santa Clara counties  
*Employer-paid Health Benefits (medical, dental, vision) of up to \$2.50 per hour may be included, if received by the employee, to the trainee's hourly wage to arrive at this figure.*  
*HUA (high unemployment area) wage requirements may be applicable in certain counties for Job Numbers 1 and 2 only; HUA wages must be pre-approved by DISTRICT.*
- All trainees must attend a minimum of 8 hours of training and may receive up to 200 hours.
- Class Size Minimum/Maximum: Classes shall have a maximum of 20 students/1 trainer (1:20) for all classes except OSHA, which allows a 1:40 ratio.
- Managers: Managers must not exceed 20% of the total trainee population.
- Top-Level Executives **are not eligible** for training reimbursement unless the company qualifies as a Small Business (Less than 100 employees nationwide).