

RCCD UpSkill

EMPLOYMENT TRAINING SERVICES



Contact Us for More Information:

RCCD UpSkill

Employment Training Services
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RCCD
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
- Basic Skill Training

Courses are designed to help your business grow in the following ways:

- Improve Employee Performance
- Improve Product Quality
- Update Technical Skills
- Reduce Operations Costs
- Increase Net Profits



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 Comp 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
Cybersecurity
Decision Making
Human Center Design (HCD)
Innovation
Internal & External GFSI Audits
Inventory Control
ISO & AS Standards
Just-In-Time Manufacturing (JIT)
Lean/SS
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
TOM – Total Quality Management
Tracking & Monitoring Production
Workflow & Scheduling

MANAGEMENT SKILLS

(Managers/Supervisors/Leads Only)

COMPUTER SKILLS

Adobe Applications
Artificial Intelligence

- AI Platforms
- ChatGpt
- Claude
- Google Gemini
- Microsoft CoPilot

Computer Networking
Computer-Aided Drafting & CAM
Cost Tracking & Analysis
Database 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

COMMERCIAL SKILLS

Construction Management Skills
Drone Technology Skills
Photovoltaic & Solar Panel Application
HVAC (Heating, Ventilation, and Air
Conditioning)
Traffic Control
Acute Care Nurse Assistant Responsibilities
Cleaning & Care Task in the Home
Home Health Care Skills

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
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 Technicians Training
Shop Math
SQF Advanced Practitioner
SQF Quality Systems for Food
Manufacturers
Warehousing
Welding Skills
3D Printing Layouts