



FREE employee training for eligible California employers

Call now to see if you qualify!



training for the
future

Call Us Today!

We help businesses **Compete and Succeed.**

The Cerritos College Economic Development Department provides employee trainings for companies in many industry sectors, with a focus on manufacturing skills and business management training.

We provide highly customized, cost-effective, business and technical trainings to meet your company's objectives and budget. Courses can be conducted at your workplace or our campus training facility. Bilingual training is available for many of the courses.

Trainings in demand:

MANUFACTURING

- Quality/LEAN Manufacturing
- Composites
- Machining
- Blueprint Reading / GD&T
- Programmable Logic Controllers (PLC)
- Shop Math/Inspection/Measurements

BUSINESS & MANAGEMENT

- Supervisory and Leadership Skills
- Team Building
- Communication Skills
- Customer Service and Sales
- Software Training
- Vocational English as a Second Language (VESL)



**Cerritos College
Economic Development**

CerritosTrainsU@cerritos.edu or 562-860-2451, x2510 or x2511
www.CerritosTrainsU.com

Your #1 resource for employee training!

AVAILABLE TRAININGS:

BUSINESS AND MANAGEMENT SKILLS

- Sales and Customer Service
- Communications Skills
- Conflict Resolution
- Cost Control
- Human Resources
- Management and Leadership
- Navigating Change
- Negotiation
- Performance Management
- Planning and Organization
- Project Management
- Presentation and Facilitation
- Time Management

MANUFACTURING SKILLS

- Blueprint Reading
- Geometric Dimensioning & Tolerancing (GD&T)
- CNC Programming/ Machining
- Quality/ Inspection Techniques/ Shop Measurements
- Electrical Fundamentals
- Industrial Maintenance/ Direct Drives
- Production and Assembly
- Programmable Logic Controllers (PLCs)
- Plastics and Composites
- Soldering
- Welding

LITERACY SKILLS

- Basic Workplace Terminology
- Business Writing/ Written Communications
- Vocational English as a Second Language

SAFETY AND COMPLIANCE

- Cal-OSHA 10 and Cal-OSHA 30
- Good Manufacturing Practices (GMP)
- Harassment Prevention/ Diversity and Sensitivity
- Hazardous Waste Operations and Emergency Response
- Standard Operating Procedure (SOP)
- ServSafe/ Culinary Arts
- Workplace Ethics

CONTINUOUS IMPROVEMENT

- Analyzing and Interpreting Data
- ISO (International Organization for Standardization)
- Kaizen
- Lean Manufacturing
- Lean Office
- Problem Solving & Root Cause Analysis
- Process Improvement
- 5S for Production & Office
- Six Sigma
- Quality
- Set-Up Time Reduction
- Process Mapping
- Team Building

COMPUTER SKILLS

- Adobe
- Engineering Software (AutoCAD, CATIA, SolidWorks)
- MS Office: Access, Excel, PowerPoint, Publisher, Outlook, & Word

And many more...

Stay Connected



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