



Leadership

Change Management (16hr)

Change Models, Leading Employees Through the Process, Communicating Change Throughout an Organization, Trust Building and Relationships
**pairs well with Time Management and Conflict Management*

Coaching (24hr)

Models of Coaching, Basic Physiology of the Coaching Process, Communication, Active Coaching

First Time Supervisor Training (24-40hr)

Leading Without Power, Effective Communication, Relationship Building, Performance Management

★ Management and Supervision (32-64hr)

Performance Management, Effective Communication, Solving Problems, Goal Setting/Empowerment, Leadership, Planning, Multi-Generational Leadership

Mentoring (8hr)

Developing Influence, Sharing Information
**pairs well with DISC Behavioral Assessment*

Performance Improvement

Critical Reasoning/Problem Solving (24hr)

Models of Critical Thinking, Biases and Heuristics, Developing/Evaluating Arguments, Problem Solving

★ Lean Six Sigma (40-140hr)

Yellow Belt (40hr), Green Belt (40hr), Black Belt (40hr)
Lean Manufacturing, Root Cause Analysis, Change Management of Projects, Mentored Project

Strategic Planning and Implementation (24-40)

Examining Future Trends, Vision, Values, Mission, Goal Setting and Achievement, Key Organizational Objectives

Time Management (8hr)

Moving Beyond To-Do Lists, Getting the "Right" Things Done

Workplace English (16-40hr)

**This training takes place alongside a Management and Supervision Training*

Workplace Math (8-40hr)

Shop Math, Basic Accounting and Financial Math

Communication

Conflict Resolution (16hr)

Models of Conflict, Understanding Conflict, Reactions, Strategies to Resolve Conflict

DISC Behavioral Assessment (8-16hr)

Understanding Your Personality, Communicating Effectively, Working Through Conflict with DISC

Emotional Intelligence (16hr)

Building Self-Awareness, Managing Self, Empathy, Situational Awareness, Relationship Building

★ Interpersonal Communications (16-32hr)

Conflict Avoidance, High-Impact Feedback and Listening, Bridging Communication Gaps, Motivation, Negotiating Mutually Beneficial Outcomes, Professional Verbal/Non-Verbal/Written Communications
**pairs well with DISC Behavioral Assessment*

Professional Business Writing (8hr)

Grammar, Spelling, Structure, Layout, Design

Business Skills

Customer Service Skills (16hr)

Relationship Building, Developing Empathy, Basic Problem Solving, Generating Customer Loyalty

Human Resources Skills (16-24hr)

Interviewing, Finding and Retaining Talent, Compliance

★ Microsoft Office (8-64hr)

Word, Excel, Outlook, PowerPoint

Networking for Collaboration (8hr)

Making Introductions, Sustaining Conversation

Sales Training (32-40hr)

Generating Prospects, Sales Presence, Revenue Through Process, Customer Loyalty

Understanding the Basics of Business (8hr)

The Purpose of Business, Organizing for Success, Leadership Basics, Basic Finance, Marketing

★ = Popular

Safety Certifications

★ OSHA-10 (10hr)

Recommended for all employees. Injury Prevention, Emergency Protocols, Recognizing and Protecting Against Hazards, Causes and Prevention of Injuries, PPE

OSHA-30 (30hr)

Recommended for supervisors, managers, safety personnel, employees working in higher risk areas. Includes and goes into greater depth on topics covered in OSHA-10.

HAZMAT (32hr)

General Industry Standards and other consensus standards that relate to the use of hazardous materials.

HAZWOPER (40hr)

Hazardous Waste Operations and Emergency Response related to chemical and physical exposure

For more information, Contact:
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Company _____

Date _____



Chaffey College

Workforce Training Institute

This list is demonstrative of popular trainings, but not exhaustive. If you interested in a training topic not listed, we will work with you to develop it. Customization and combination of training topics is also available. All trainings listed are also eligible for ETP (Employment Training Panel) funding to subsidize cost for qualified employers. For additional information or training requests contact Jon Fox | Business Liaison at customizedtraining@chaffey.edu or (909)652-8492

		Priority Level	# of Employees	Comments, Customization or Other Requests
Leadership	Change Management	<input type="checkbox"/> High <input type="checkbox"/> Low		
	Coaching	<input type="checkbox"/> High <input type="checkbox"/> Low		
	First Time Supervisor Training	<input type="checkbox"/> High <input type="checkbox"/> Low		
	Management and Supervision	<input type="checkbox"/> High <input type="checkbox"/> Low		
	Mentoring	<input type="checkbox"/> High <input type="checkbox"/> Low		
Performance Improvement	Critical Reasoning/Problem solving	<input type="checkbox"/> High <input type="checkbox"/> Low		
	Lean Six Sigma	<input type="checkbox"/> High <input type="checkbox"/> Low		
	Strategic Planning and Implementation	<input type="checkbox"/> High <input type="checkbox"/> Low		
	Time Management	<input type="checkbox"/> High <input type="checkbox"/> Low		
	Workplace English	<input type="checkbox"/> High <input type="checkbox"/> Low		
	Workplace Math	<input type="checkbox"/> High <input type="checkbox"/> Low		
Communication	Conflict Resolution	<input type="checkbox"/> High <input type="checkbox"/> Low		
	DISC Behavioral Assessment	<input type="checkbox"/> High <input type="checkbox"/> Low		
	Emotional Intelligence	<input type="checkbox"/> High <input type="checkbox"/> Low		
	Interpersonal Communications	<input type="checkbox"/> High <input type="checkbox"/> Low		
	Professional Business Writing	<input type="checkbox"/> High <input type="checkbox"/> Low		
Business Skills	Customer Service Skills	<input type="checkbox"/> High <input type="checkbox"/> Low		
	Human Resources Skills	<input type="checkbox"/> High <input type="checkbox"/> Low		
	Microsoft Office	<input type="checkbox"/> High <input type="checkbox"/> Low		
	Networking for Collaboration	<input type="checkbox"/> High <input type="checkbox"/> Low		
	Sales Training	<input type="checkbox"/> High <input type="checkbox"/> Low		
	Understanding the Basics of Business	<input type="checkbox"/> High <input type="checkbox"/> Low		
Safety	OSHA-10	<input type="checkbox"/> High <input type="checkbox"/> Low		
	OSHA-30	<input type="checkbox"/> High <input type="checkbox"/> Low		
	HAZMAT	<input type="checkbox"/> High <input type="checkbox"/> Low		
	HAZWOPER	<input type="checkbox"/> High <input type="checkbox"/> Low		
Other	<input type="checkbox"/> High <input type="checkbox"/> Low			