

**BOARD OF TRUSTEES  
MT. SAN ANTONIO COLLEGE**

**DATE:** July 9, 2014

**CONSENT**

**SUBJECT:** Workforce Training Center Offerings

**BACKGROUND**

Mt. SAC's Workforce Training Center provides customized performance-based training, assessment and consulting services on a fee or contract basis designed to assist business, industry and other organizations to improve the quality of their products and services and to increase their competitiveness within domestic and international markets. We specialize in creating training packages that respond to organizational needs, working with local Chambers of Commerce and the San Gabriel Valley Economic Partnership to broaden our outreach. Training classes are designed to be delivered in a short-term workshop/seminar format to introduce or enhance concepts and skills used in business and industry.

The intended market for these sessions is small to medium-size companies in need of affordable employee training solutions.

**ANALYSIS AND FISCAL IMPACT**

<b>Title</b>	<b>Presenters</b>	<b>Fee</b>
Effective Managing of Leaves of Absence in California	Aguilar, Allen Bailey, Beverly Calhoon, Tom Culliver, Katherine Figueroa, Juvencio Jahelka, Tamara Levy, Martin Perez, Raul Quintero, David Tran, Diana  Presenters listed above will be assigned to workshops as needed and will be paid 40% of all registration fees	\$40-\$120
Human Resources Compliance Audit		(Fee is predicated upon hours of instruction)
Skills for Dealing with Conflict in the Workplace		
Performance Evaluations: Legalities, Preparation, Meeting, Corrective Action		
Lean Office fundamentals: 5S, Reduce Waste, Process Flow Basics		
Diversity in the Workplace		
Emotional Intelligence in the Workplace		
Supervisory Role: Responsibilities, Expectations, Communication, Delegation		
Harassment Prevention SB 1285		
Strategic Planning Through SWOT Analysis		
Developing Organizational Values and Value Statements		
Assessing Staffing Needs Interviewing and Evaluating Candidates		
A Guide to Managing Organizational Change		

Prepared by: Donna Burns

Reviewed by: Irene M. Malmgren

Recommended by: Bill Scroggins

Agenda Item: Consent #

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Teams and Team Leadership: Team Building, Motivation & Goal Setting		
The Affordable Care Act: The Law Explained in Simple Terms		
<u>Mastering the Field of Human Resources:</u> <ul style="list-style-type: none"><li>• Part 1: Wage &amp; Hour Laws</li><li>• Part 2: Employment Laws &amp; Leaves of Absence</li><li>• Part 3: Proper Hiring Practices and On-Boarding</li></ul>		
<u>How to Start Your Own Business:</u> <ul style="list-style-type: none"><li>• Part 1: Know What You're Getting Yourself Into</li><li>• Part 2: Putting Your Ideas on Paper and Developing an Impactful, Realistic and Necessary Business Plan</li><li>• Part 3: Legal Documents Needed to Make Your Company the "Real Thing"</li></ul>		
Leveraging Technology – Run Your Business with Low or No Cost Using the Latest Technology for Business		
Social Media & Marketing – The Best Ways to Use Social Media to Get Results		
Website Principles – Make Your Website Do What You Want It To		
<u>Become More Efficient in Your Office:</u> <ul style="list-style-type: none"><li>• Using Microsoft Outlook to Its Full Potential</li><li>• Microsoft Excel to Make Your Job Easier (Beginner)</li><li>• Microsoft Excel to Make Your Job Easier (Intermediate)</li><li>• Functions of Microsoft Word</li><li>• PowerPoint for Impressive Presentations</li></ul>		
<u>The Effective Manager:</u> <ul style="list-style-type: none"><li>• Managing Time and Work-Life Balance</li><li>• Managing People and Leading Them to Success</li><li>• Managing Yourself Before You Can Manage Others</li></ul>		
How to Create and Conduct a Formal Disciplinary Discussion		
Coaching to Improve Performance		

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How to Build a Salary Structure & Merit Pay System		
Cal-OSHA and IIPP Basics		

Funding Sources:

Workforce Training Center – Student Registration Fees

**RECOMMENDATION**

It is recommended that the Board of Trustees approves the Workforce Training Center offerings, as presented.



There are many ways to build Effective Management & Supervisory Skills. Let us help you establish your leadership skills, boost your credibility and earn respect.

*Do you want to prevent unlawful discrimination?*

*Do you want to avoid litigation from discharging an employee?*

*Do you know about best hiring practices?*

Join MT. SAC's Workforce Training Center  
**FREE Workshop:**  
**Boot Camp for Managers and Front-Line Supervisors**

Date: Thursday November 13, 2014

Time: 8:00 a.m. - 9:30 a.m.

Location: 1100 North Grand Avenue Building 6, Room 160  
Walnut, CA 91789

Please R.S.V.P to [alimon14@mtsac.edu](mailto:alimon14@mtsac.edu)

**Seating is limited**

Annette Limon

Special Projects Manager: Contract Training

Phone: 909-274-4027





Social Media has changed the way we interact with each other. Social Media is the interaction among people in which they create, share or exchange information and ideas in virtual communities and networks.

*Are you taking advantage of these free marketing tools?*

*Are you using social media to attract and retain customers?*

*Would you like to learn how to set up a social media campaign to increase sales?*

**Join MT. SAC's Workforce Training Center**

**FREE Lunch & Learn:**  
**The Best Ways to Use Social Media to Get Results**

**Date: Thursday August, 7, 2014**

**Time: 11:00 a.m. - 12:30 p.m.**

**Location: 1100 North Grand Avenue Building 9C  
Walnut, CA 91789**

**Please R.S.V.P to [alimon14@mtsac.edu](mailto:alimon14@mtsac.edu)**

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**Annette Limon**

**Special Projects Manager: Contract Training**

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