Sample Training Topics

Strengthening your organization’s effectiveness, competitiveness, & profitability

Training and Development Solutions
Chabot-Las Positas Community College District
5020 Franklin Drive, Pleasanton, CA 94588
Phone (925) 485-5239  Fax (925) 485-5211
www.tdsolutions.org
ORGANIZATIONAL SUCCESS

• Better Decision Making
• Building Positive Communication Skills
• Business Ethics
• Business Math
• Career Development
• Change Management
• Developing Effective Teams
• Diversity in the Workplace
• Effective Presentations
• Establishing Priorities and Setting Goals
• Human Resource Compliance
• Leadership Development Academy
• Managing Workplace Conflict
• Meeting Management
• Negotiation Skills
• Professionalism for New Employees
• Sexual Harassment Prevention AB1825
• Spanish for Managers
• Stress Management
• Time Management
• Workplace English as a Second Language (ESL)

LEADERSHIP DEVELOPMENT ACADEMY

• Managing Change
• Conflict Resolution and Management
• Building Positive Communication Skills
• Business Ethics
• Decision Making Skills
• Time Management and Delegation Skills
• Leadership Development
• Team Building
• Conducting Effective Business Meetings
• Hiring, Retention, and Termination Basics
• Tools for Enhancing Employee Motivation
• Budget Management
• Sexual Harassment Prevention and Diversity Awareness

CUSTOMER SERVICE

• Active Listening
• Achieving Premiere Customer Satisfaction
• Better Business Writing
• Telephone Techniques

EMERGENCY PREPAREDNESS

• Blood Borne Pathogens
• CPR
• First Aid
• Disaster Response Planning
• Evacuation Practices
• Standardized Emergency Management Systems (SEMS)

SUPERVISORY SKILLS/HUMAN RESOURCES

• Art of Delegation
• Coaching and Counseling
• Discipline and Documentation of Employees
• Giving Constructive Feedback and Recognition
• Hiring Retention and Termination
• Improving Employee Performance
• Interviewing Skills
• Legal Issues in Management
• Performance Appraisals
• Project Management
• Total Quality Management Overview

OFFICE TECHNOLOGY & SOFTWARE TRAINING

• Auto CAD
• Introduction to the PC
• Keyboarding
• MS Office: Word, Excel, Access, PowerPoint and Outlook
• MS Project
• Windows
• Other software training available--just ask
ENGLISH LANGUAGE SKILLS SERIES
- Language Assessment I
- Beginning ESL
- Language Assessment II
- Intermediate ESL
- Site Specific Vocabulary
- Cultural Awareness and Diversity
- Basic Report Writing

INDUSTRIAL/MANUFACTURING SKILLS
- Advanced Electronics
- Automotive Training
- Basic Electronics
- Basic Production Skills
- Blueprint Reading
- Computer Assisted Drawing (CAD)
- Conveyor Maintenance
- Fluid Flow
- Machine Tools Technology
- Maintenance Mechanic Programs
- Report Writing
- Schematics
- Soldering
- Statistical Process Control
- Technical Writing
- Vocational English as a Second Language
- Vocational Math
- Welding

GENERAL OCCUPATIONAL SAFETY/HEALTH
- Back Safety/Lifting Techniques
- Confined Space Operations
- Forklift Practices/Certification
- Lock Out/Tag Out
- Respiratory Protection
- SB-198 and Employee Responsibility for Safety
- OSHA Fire Brigade Training
- Self-contained Breathing Apparatus

QUALITY TECHNOLOGY
- Achieving Customer Focus
- Benchmarking
- ISO Overview
- Lean Manufacturing Strategies and Implementation
- Total Quality Management
- Work Process Improvement

HAZARDOUS MATERIALS TRAINING PROGRAM
- Decontamination Procedures
- General Chemical Handling
- Hazardous Materials Awareness Level
- Hazardous Materials Operations Level
- Hazardous Materials Specialist
- Hazardous Waste Management - Title 22 - Waste Handler Certification
- Hazardous Waste/Response Refresher Programs
- Scene Management
- Site-specific Chemical Handling/Response
- Toxic Gas Management

All training courses and services can be customized to fit your needs.

Computer Labs are available for your training needs. Call to make a reservation.

(925) 485-5239

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