

SOUTHEAST LOS ANGELES COUNTY  
**WORKFORCE DEVELOPMENT BOARD**

**Business and Workforce Solutions**  
Increase Productivity and Profitability





# Business and Workforce Solutions

The Southeast Los Angeles County Workforce Development Board (SELACO WDB), along with our world-class training partners, want to make sure that your workforce receives the most current, comprehensive, and cost-effective education and training available.



## Lean Manufacturing

- Standard Work and Standard Operations
- Set-Up Time Reduction
- 5-S Work Area Organization
- Kaizen Methods
- Takt Times and Cycle Times
- Lean Methods and Operations

## Project Management

- Understanding the Nature of Project Management
- Optimal Resource Management
- Creating & Executing a Project Management Plan
- Familiarity with Project Management Tools
- Managing Time, Product, and People Effectively
- Identifying and Mitigating Risk
- Scheduling, Budgeting, and Cost Controls
- Project Team

## Frontline Lead/Supervision Skills

- Motivating Employees
- Safety and Accident Prevention
- Coaching and Counseling
- Ethics in the Organization
- Planning and Controlling
- Cost Reductions and Controls
- Decision Making
- Work Methods Improvement
- Handling Conflict and Change
- Managing Your Time

## Manufacturing Skills

- Material Handling and Storage
- Proper Use of Hand Tools and Power Tools
- Walking / Working Surfaces
- Welding, Cutting, and Brazing
- Fire Prevention
- Electrical Devices
- Machinery and Machine Guarding
- Toxic and Hazardous Materials

## Vocational English as a Second Language (with Continuous Process Improvement Techniques)

- Literacy Assessment
- Workplace Communication Skills
- Team Building and Problem Solving
- Reading, Writing, Speaking, & Comprehending English
- Effective Listening Skills
- SMART Goals
- Understanding Company Workflow
- Pronunciation, Spelling, and Grammar

**Contact an Account Representative  
(562) 484-5033 or [customized.training@selaco.com](mailto:customized.training@selaco.com)**

**Increase Production**



# Employee Training at Little to No Cost

Classes can be provided either on-site or in a traditional classroom setting. Curricula are customized to meet your specific needs. Bilingual and evening classes are available. Class costs are state-funded.

## Enterprise Resource Planning (ERP)

- System Installation (Test Environment)
- Data Conversion
- Verify Configuration and Usability
- Unit Training and Tests
- Conduct Intergrated Training and Tests
- Go Live Environment
- Crystal Reports Training
- Report Training and Development
- ERP Database Training
- Reporting Deployment

## Computer Skills

- Program and File Management
- Graphics and Tables
- Word Processing
- Creating and Formatting a Database
- Spreadsheets
- Internet and E-Mail

## Supply Chain Management

- Supply Chain Elements
- Internal Dynamics
- Costs and Analysis
- Manufacturing Resource Planning
- Capacity Management
- Purchasing and Inventory

## Global Logistics

- Documentation and Terminology
- Import / Export Process Flow
- Terms of Sale
- Logistics Standard Practices
- Global Management
- Marketing Considerations

## Customer Service

- Managing Interactions
- Opportunities in Customer Satisfaction
- Planning for Results
- Customer Management
- Communications / Follow-Up
- Assessment of Communication Difficulties
- Customer Retention
- Determining Customer Needs

## Production / Construction Skills

- Blueprint Reading
- Tolerances
- Gauges and Calibration
- Shop Math
- Variance Calculations and Inspection Techniques
- Data Collection
- Estimating
- Entitlement Documentation
- Surveying
- Land Analysis

## Communication Skills

- Change and the Multi-Cultural Organization
- Appropriate / Inappropriate Communications
- Methods of Communication
- Effective Explanations
- Decision Making Skills
- Assessing / Removing Communication Difficulties

## Safety (Certified OSHA Instructor)

- OSHA 10 Training (Cert. Instructor)
- OSHA 30 Training (Cert. Instructor)
- HAZMAT and HAZWOPER

**Promote Continuous Improvement for Higher Profitability**

## Some of our satisfied customers:

### **LEAN, ERP, and Good Manufacturing Practices (GMP)**

"Great American Packaging, LLC has collaborated with the SELACO WDB training team for LEAN, ERP, and Good Manufacturing Practices (GMP) corporate skills training. The SELACO WDB team was organized, well versed in the state requirements, and willing to go above and beyond to support the efforts of Great American Packaging's training needs. This valuable training was provided at no cost to Great American Packaging through the use of ETP funds. Working with the SELACO WDB team was a pleasure and we look forward to continuing to work with them, meeting our Company's training requirements, in the years to come".

- Beth Smith, Project Manager  
Great American Packaging LLC, Vernon

### **Lean Manufacturing, Vocational English with Continuous Process Improvement, Frontline Supervision, Project Management, Continuous Improvement, Business Skills**

"The classes are customized to meet our training needs, the instructors bring real world application and knowledge to the classroom. Investing in training and development is something a company cannot afford not to do, so thankfully SELACO WDB and the ETP-funded training have given me the resources to continue investing in our company's most valuable assets ... our Employees!"

- Kathleen Liepman, Human Resources Manager  
International Vitamin Corporation, Mira Loma

### **Frontline Supervision, Lean Manufacturing, Continuous Improvement**

"We've partnered with SELACO WDB for several years to train office, distribution and manufacturing employees. The SELACO staff, their services, and the return is unparalleled. We've found that SELACO's programs and staff improve the lives of our employees, as well as the health of the organization. Thank you SELACO, for your support to make this a successful, terrific place to work."

- Farah Marinero, Human Resources Director  
Lynx Grills, Inc., Downey



www.selaco.com  
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