

Course Selectio	COURSE NAME
	<b>LEAN TOOLS (for Hourly, Supervisors, and Tech Personnel)</b>
	Lean Awareness
	Dealing with Change
	Identifying and Eliminating Waste
	Identifying and Eliminating Office Waste
	Workplace Organization & 5S
	Teamwork for Results - Standard
	Teamwork in a Project Environment
	Lean 5M - Team-Based Problem Solving
	Kaizen Workshop
	Fundamentals of Warehousing and Materials Handling (Warehouse Labor)
	Fundamentals of Workplace Safety
	On the Job English for Non-English Speaking Employees
	Workplace Math
	<b>LEAN LOGISTICS TOOLS (for Supervisors, Managers, and Tech Personnel)</b>
	Leading Plant Safety
	Intro to Lean Logistics
	Implementing Workplace Organization & 5S
	Implementing a Continuous Improvement Program
	The Visual Workplace
	Value Stream Mapping
	Lean Office
	Practical Lean Workshop
	Lean Assessment
	Operational Excellence
	Lean Yellow Belt Contributor
	Lean Practitioner
	Lean Six Sigma Yellow Belt
	<b>OPERATIONS MANAGEMENT</b>
	Cycle Counting
	Inventory Management
	Detailed Scheduling and Planning
	Just-in-Time (JIT) Planning and Control
	Managing Supplier Performance
	Fundamentals of Supply Chain Management

Course Selectio	COURSE NAME
	<b>FINANCIAL TOOLS FOR OPERATIONS</b>
	Essentials of Budgeting
	<b>MANAGEMENT AND LEADERSHIP</b>
	Fundamentals of Supervision
	Competencies of Day-to-Day Management
	Practical Leadership
	Leadership Skills for Managers
	Effective Management Practices
	Managing with Influence: Leading without Authority
	Emotional Intelligence
	Critical Thinking
	Managing Up
	STEEL: Strategic Targeted Execution Engagement Leadership
	Leadership Tools - Strategic Measurements
	Leadership Tools - Performance Measurements
	Leadership Tools - Managerial Measurements
	Leadership Tools - Operational Measurements
	Managing for Employee Retention
	Coaching - a Leadership Skill
	How To Avoid Micromanaging
	Building Champion Teams
	Critical Skills of Team Building
	Advanced Problem Solving
	Managing Conflict
	Building Relationships in Organizations
	Time Management
	Meeting Management
	Managing Change
	HR for Non-HR Managers
	Train the Trainer - The Practical Trainer
	Delivering Effective OJT
	Fundamentals of Performance Management
	Analyzing Performance Problems
	Conducting Performance Reviews and Appraisals
	Succsion Planning
	Professional Manager
	Basics of Interviewing
	Situational Interviewing

Course Selectio	COURSE NAME
	<b>QUALITY MANAGEMENT</b>
	Total Quality Management (TQM)
	Risk Management and Mitigation
	ISO 13485 Medical Device Standard
	ISO 9001:2015 Awareness
	ISO 31000:2018 Risk Management
	ISO 9001:2015 Management Review Board
	ISO 9001:2015 Documentation Level I - Policy Manual
	ISO 9001:2015 Documentation Level II - Procedures
	ISO 9001:2015 Documentation Level III- Work Instructions
	ISO 9001:2015 Implementation Workshop
	ISO 9001:2015 Making the Quality System Transition
	ISO 9001:2015 Internal Auditor
	ISO 9001:2015 Warranty & Repair
	ISO 9001:2015 New Product Development
	<b>6σ PRACTICAL APPLICATIONS</b>
	Lean Six Sigma Overview
	Business Process Analysis and Improvement
	Measuring Organizational Performance
	Voice of the Customer (VoC)
	Six Sigma DMAIC Problem Solving
	Six Sigma Data Analytics
	Six Sigma Green Belt
	<b>PROJECT MANAGEMENT</b>
	Fundamentals of Project Management
	Advanced Project Management
	<b>CUSTOMER SERVICE</b>
	Value-Based Customer Service
	Critical Skills of Customer Service
	Building Strong Customer Relationships
	Dealing with Difficult Customers
	Customer Service Skills for Drivers

Course Selectio	COURSE NAME
	<b>SALES &amp; MARKETING</b>
	Winning Marketing
	Sales Skills for Sales Professionals
	Sales Skills for Customer Service
	<b>BUSINESS COMMUNICATION</b>
	Presentation Skills
	Effective Communication Skills
	Negotiation Skills to Influence
	Better Business Writing
	Writing Effective Email
	<b>COMPUTER SKILLS</b>
	Basic Computer Skills
	Microsoft TEAMS
	Microsoft Excel – Level I
	Microsoft Excel – Level II
	Microsoft Excel – Level III
	Microsoft Excel – Advanced Applications
	Microsoft Word – Level I
	Microsoft Word – Level II
	Microsoft Word – Level III
	Microsoft PowerPoint
	Microsoft Outlook
	Writing Effective Emails with Microsoft Outlook
	<b>COMPENSATION STRATEGIES</b>
	Performance-Based Compensation
	Non-Monetary Incentives and Rewards
	<b>WORKPLACE ESSENTIALS</b>
	Celebrating Diversity
	Workplace Ethics and You
	Workplace Harassment - Management Briefing
	Workplace Harassment - Employee Awareness
	Workplace Violence
	Self-Care and Preventing Burnout

# Course Listing

## Distribution Course Listing

Course Selectio	COURSE NAME
	<b>FOOD SAFETY &amp; QUALITY</b>
	GMP Implementation for Food Processing
	GMP Implementation for Food Packaging Manufacturers
	GSDP Implementation for Food Storage and Distribution
	GMPs for Food Processing Personnel
	GMPs for Food Packaging Manufacturers Personnel
	GSDPs for Food Storage and Distribution Personnel
	SQF Implementation for Food Processing
	SQF Implementation for Food Packaging Manufacturers
	SQF Implementation for Food Storage and Distribution
	Hazard Analysis for the Food Safety Team
	SQF Internal Auditor
	Food Defense Awareness
	Allergen Awareness
	HACCP for the Plant Employee