

training is important work

Sample Training Topics

- Behavior-Based Interviewing Skills
- Certified Logistics Associate & Technician
- Change Management
- Communication Skills/Conflict Management
- Computer Skills
- Continuous Improvement Skills
- Cultural and Generational Diversity
- Customer Service Skills
- DDI (Development Dimensions International) Programs
- Emotional Intelligence
- Harassment Prevention
- Industrial Electrical Technician/Mechanic
- Lean & 5S
- Manufacturing Skills
- OSHA 10
- Six Sigma Certification
- Supervisory/Management/Leadership Skills
- Team Building
- Train-the-Trainer in a variety of topics
- Workplace English & Math
- Workplace Safety

Studies prove that companies with a well-trained workforce will continually outperform companies that do not develop their employees. Chaffey College Workforce Training Institute (CCWTI) delivers highly effective training programs and relevant certifications to stimulate your organization to grow and remain competitive in a global marketplace.

Why Choose Chaffey College Workforce Training Institute?

For more than a decade, CCWTI has led the way in providing customized solutions for employers and is considered the premier provider of training and funding resources in the region. We have earned a reputation for being innovative, collaborative and responsive to workforce training needs as we have partnered with hundreds of employers and have delivered custom training programs to thousands of employees.

Our team of training professionals and subject matter experts provide in-depth training needs analyses and design and deliver customized solutions for your business or organization.

chaffey college workforce training institute

Join some of the most innovative industries in California who are leading the way in training their workforce to become more competitive:

- Advanced Manufacturing
- Aerospace
- Biotechnology and Life Sciences
- Clean/Green Technology
- Construction
- Distribution and Logistics
- Energy and Utilities
- Healthcare
- Information Technology Services
- Multimedia/Entertainment



Chaffey  College

13106 Central Avenue, Chino, CA 91710

909/652-7643

www.chaffey.edu/workforce

Chaffey  College

WORKFORCE TRAINING INSTITUTE

Increasing Your Competitive Edge

How does your business close the gap between what you need and what you have?

Now more than ever, in an increasingly competitive economy, companies need to find innovative ways to meet and exceed goals without increasing costs. Comprehensive training programs and certifications increase the skills of your workforce and improve effectiveness, efficiency, and strategic performance.



**“WHAT’S WORSE THAN TRAINING YOUR WORKERS AND LOSING THEM?
NOT TRAINING THEM AND KEEPING THEM.”** - ZIG ZIGLAR, AUTHOR

comprehensive service



Training Needs Assessment

A needs assessment is a critical step in identifying performance requirements and the "gap" between your organization's needs and what presently exists. Our training professional will consult with your organization to conduct an in-depth training needs analysis.

Funding

CCWTI consistently secures funding on behalf of our clients. Most recently, we secured a \$1 million contract with the State of California Employment Training Panel to serve the needs of qualified employers in California.

Subject Matter Experts

We select only highly qualified and credentialed trainers with years of industry experience to meet the specialized needs of your business. This saves our clients countless hours of selecting the right trainer who can deliver results.

Training & Certification Programs

We engage your employees through effective learning methodologies. Our overall approach to learning is problem-based, collaborative, and emphasizes a facilitative relationship between the trainer and the learner. CCWTI also offers various training facilities to suit your needs.

Custom On-Site Training

Our subject matter experts design curriculum to meet training objectives specific to your organization. We deliver customized training programs on-site at your location with a schedule most convenient for your organization's production and workflow.

Consulting & Coaching

In today's challenging economy, having trusted advisors who can help guide you through the numerous tough decisions is critical. Consulting and coaching is available from our industry experts.

NEW SERVICE!

Project Development & Administrative Services

Chaffey College Workforce Training Institute (CCWTI) can guide your organization in accessing its own ETP contract as a single employer. We will assist you in completing documentation required to submit an ETP application for approval. Once your ETP contract is approved, CCWTI will provide complete administrative services to ensure ETP training projects run optimally and earn the highest percentage of ETP funds possible.

CCWTI recognizes that many companies using ETP funds do not have the staff resources or expertise to ensure full performance and compliance with ETP monitoring requirements during project implementation. We are here to help you every step of the way.

"CCWTI is a great way for beginning and intermediate students and professionals to grow in their desired technical skills. The knowledge of the teachers and the equipment in the classroom provide a hands-on working understanding very similar to what is in the field."

- Trainee, Advanced Manufacturing Industry

Q&A

frequently asked questions

Q. Does my company qualify for subsidized training?

A. The industries listed below qualify for state funded training as identified by the California Employment Training Panel (ETP). If your industry is not listed below, your company may qualify if it is subject to the California State Unemployment Insurance Tax.

- Agriculture
- Allied Healthcare
- Biotechnology and Life Sciences
- Clean/Green Technology
- Construction
- Goods Movement and Transportation Logistics
- Information Technology Services
- Manufacturing
- Multimedia/Entertainment

Q. What is ETP?

A. Established in 1982, the Employment Training Panel (ETP) has been the state's premier program supporting job creation and retention through training. ETP is funded by a special tax on California employers. ETP fulfills its mission by reimbursing the cost of employer-driven training for incumbent workers and funding the type of training needed by unemployed workers to re-enter the workforce. Overall, the ETP program helps to ensure that California businesses have the skilled workers they need to remain competitive.

Q. Which employees are eligible for subsidized training?

A. Employees must meet the following state mandated requirements:

- Employed full-time (35+ hours/wk.) and permanent; temporary employees must be hired shortly after the completion of training.
- Meet minimum hourly wage requirements which vary by county. The employer paid premium portion of medical, dental, and vision benefits may be calculated into the minimum hourly wage.
- California resident
- Employees of small companies must complete a minimum of 8 hours of training, and employees of large companies must complete a minimum of 24 hours of training.
- Certain levels of management and exempt employees may not qualify for subsidized training, but CCWTI is pleased to offer valuable training to these individuals at a discounted rate.

Q. How long will it take to get approved for subsidized training?

A. It takes approximately 1-5 business days to get approved. Our training consultants will assist you in completing and submitting a simple application. We will notify you as soon as we receive your eligibility status.

