



California Training Coalition

Your Corporate Training and Funding Resource

A System for Success

To stay competitive, every organization must evaluate its strengths and weaknesses and set a course for continuous improvement. To succeed, organizations need people and business processes that perform with flexibility and responsiveness to change. California Training Coalition (CalTraining) provides comprehensive consulting and training strategies and customizes implementation plans to improve both personnel and process performance.

CalTraining is a coalition of the best consulting and training resources in the United States. When appropriate, CalTraining provides consultants, trainers, instructional designers and other specialists to meet your specific needs. CalTraining's resources and services have met the needs of various industries in all sizes of California companies.

Whether you are interested in transforming your entire management system or considering a funding program to reimburse a current training program, CalTraining has the industry experience to assist with your success. We partner with you to learn about your priorities, personnel, culture, business practices and goals. Before making any recommendations, CalTraining studies your situation and makes certain that the proposed initiatives are directed toward strengthening your competitive advantage. We develop solutions with measurable results and improvement savings.

State Reimbursed Training Programs

California Training Coalition understands the typical struggle between continuous improvement initiatives and available funding. Therefore, CalTraining specializes in the procurement of government funding to reimburse your company for training.

To keep California companies competitive, the State of California has created an annual budget of approximately \$100 million to reimburse companies for training. The Employment Training Panel (ETP) disperses funds that are specifically targeted for companies to increase their efficiency and lower costs to meet the pressure of out-of-state competition.

California Training Coalition offers complete ETP grant development and administration services. CalTraining's ETP consulting service and expertise are comprehensive and minimize your administrative burden. We provide many specialized services that can be bundled to provide one complete ETP program. Typical services may include a company-wide training needs analysis, ETP grant development and administration, customized curriculum development, and world-class training courses.

We encourage you to provide some of your own training and internal instructors to facilitate cross-training and maximize your funding. CalTraining makes every effort to ensure that your ETP training program will provide long-lasting results and that your company will enjoy a positive cash flow throughout the program.

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World-Class Training

The following is a sample list of training topics. We recommend using training provided by your internal staff whenever expertise can be found within your organization. In addition, California Training Coalition can become your one-source training solution by providing a cadre of world-class training companies in any subject matter. Your curriculum can be customized to meet your specific needs. Most courses are also offered in web-based format.

Personnel and Management Skills

- ▶ Communication Skills
- ▶ Conflict Resolution
- ▶ Customer Service
- ▶ Decision Making
- ▶ Effective Meetings
- ▶ Finance for Non-Financial Managers
- ▶ Innovation
- ▶ Leadership
- ▶ Management Skills
- ▶ Multicultural Awareness
- ▶ Presentation Skills
- ▶ Problem Solving
- ▶ Project Management
- ▶ Sexual Harassment Prevention
- ▶ Stress Management
- ▶ Supervisor Skills
- ▶ Teambuilding
- ▶ Time Management

Production Techniques

You may be reimbursed for providing your own internal training in which internal experts instruct other personnel, one-on-one, or in groups, either formally or informally.

- ▶ Assembly Training
- ▶ Hazardous Materials Safety
- ▶ Just-In-Time Inventory (JIT)
- ▶ Lean Manufacturing
- ▶ Maintenance
- ▶ Operating Capital Equipment
- ▶ Print Reading
- ▶ Production Training

Process Improvement

- ▶ Aerospace/Automotive/Medical Standards
- ▶ Basic Tools of Quality
- ▶ Internal Auditing
- ▶ Key Performance Indicators
- ▶ Malcolm Baldrige Award
- ▶ Six Sigma
- ▶ Statistical Process Control (SPC)
- ▶ Total Quality Management
- ▶ ISO 9000, QS-9000
- ▶ AS9100, TL9000, ISO 14000

Basic Literacy and Math Skills

- ▶ Basic Shop Math
- ▶ English as a Second Language (VESL)
- ▶ Literacy Assessment
- ▶ Math Assessment
- ▶ Weights, Volumes, and Measures
- ▶ Workplace Literacy

Computer Skills

- ▶ Basic Computer Skills
- ▶ CAD/CAM design
- ▶ Database Management
- ▶ ERP/MRP Systems
- ▶ Graphics and Publishing
- ▶ MS Office: Word, Excel, PowerPoint, Access, Publisher, Project, FrontPage
- ▶ Networking Hardware/Software
- ▶ Programming: C++, HTML, UNIX, JAVA, etc.
- ▶ Website Design



Business Performance and Improvement Resources



TRAINING NEEDS ANALYSIS

California Training Coalition has the expertise to develop a complete training needs analysis in any industry. The report may vary in scope or depth, depending on your requirements. Typically, each company department is interviewed through a CalTraining facilitated meeting. CalTraining will identify what training and procedures are in place and what training needs to be trained to improve performance. Although we often present a department's "wish list", only training that is important and relative to the work environment will be recommended. The final report will be broken down into groups of employees with like training, making a rollout for training implementation feasible. Whenever available, we will identify internal staff trainers such as company supervisors to facilitate company-specific training. We can also recommend a cadre of world-class training companies in a variety of subjects. CalTraining specializes in the conversion and integration of the training needs analysis into a State of California ETP grant.



CURRICULUM AND MATERIALS DEVELOPMENT

For many companies, the most important training is that related to its core business practices. Since these practices are customized to your way of doing business, perhaps even proprietary, only customized curriculum development will do. CalTraining can work closely with your personnel to study your business practices to create a skills-training curriculum specific to your disciplines. CalTraining can develop learning materials to facilitate the workshop which may include participant guides, overheads, video production, procedures, and a trainer guide. The training may be delivered by a CalTraining professional trainer or your internal staff. In order to practice skills, we incorporate an interactive learning environment such as case studies, role plays, workshop activities or simulations.



ETP GRANT DEVELOPMENT

California Training Coalition is dedicated to developing and administering employee training contracts for companies who wish to obtain grants from the State of California Employment Training Panel (ETP). With CalTraining's format, each trainee's curriculum can be customized to the exact needs of the company. We use a format that allows for maximum flexibility, allowing your curriculum to change over time. CalTraining will integrate a training needs analysis into the grant curriculum and complete all phases of the ETP contract development. In addition, CalTraining will represent your interests as your advocate and will closely monitor ETP regulations and trends to keep your company up-to-date on current rules and training opportunities. CalTraining guarantees that your grant will pass the ETP approval process with a money-back guarantee. Using CalTraining, your company is choosing a valuable learning curve and efficiency to minimize your risk and requirements on internal resources. Since 1986, CalTraining executives have provided 100% success with large and small companies of various industries receiving ETP funding.



Business Performance and Improvement Resources



PROFESSIONAL AND INTERNAL TRAINING

California Training Coalition has some of the best trainers and training companies in the United States, some of which have multiple Fortune 500 clients. All of our training is of the highest quality, yet reasonably priced. In every case, your company has the opportunity to interview trainers and review the learning materials. Training courses are customized to your specific needs. CalTraining teams with training companies that emphasize real-world application and encourage your employees to bring their experiences or current situations to the workshop. In addition to professional training, CalTraining can help to prepare your internal staff to become effective trainers and help them develop their own curriculum. Since many of your key personnel may be highly skilled, it is often beneficial to cross-train others. We can provide a short workshop to teach your internal trainers to become effective instructors. Should your internal staff wish to become trainers on out-sourced profession curriculum, CalTraining can provide “train-the-trainer” instruction in many subjects.



ETP GRANT ADMINISTRATION

The access to an experienced and successful consulting firm to assist in the ever changing regulations, trends, tracking, administration and bureaucracy often makes the difference between success and failure. Approximately 50% of companies default during the administrative phase of their ETP grant. On the other hand, CalTraining offers 100% success by administrating your ETP grant for you. Utilizing our “Total Control” proprietary administrative software, we do all of the data entry, tracking, reporting and invoicing. At any time, CalTraining can produce a detailed status report of your ongoing training program. All invoices are audited by CalTraining for accuracy to ensure quick turnaround by the State, which helps you maintain a steady cash flow throughout your training project. CalTraining’s administrative fee is based on a percentage of reimbursement funds. Since our fee is received only after your reimbursement funds are made by the State, CalTraining’s success is directly tied to the success of your ETP program.



MANAGEMENT SYSTEMS CONSULTING

The average company saves \$117,000 annually by implementing a quality management system with a continuous improvement cycle. International management standards, such as ISO 9000, are systematic approaches to improvement and are being implemented by many thousands of U.S. companies in a variety of manufacturing and service organizations. Unfortunately, typical consulting and training approaches result in overwhelming pitfalls such as business disruptions, two years to completion, and extensive use of internal resources. On the other hand, CalTraining partners with a premier national consulting company that reengineered its approach to ISO consulting to provide a comprehensive turnkey program that minimizes these pitfalls with a six-month completion date. Often, the two companies complement each other by folding the ISO training into a reimbursable ETP program. Each ISO standard requires that companies establish, maintain and document procedures to identify training needs, provide appropriate training, and maintain records of training. By incorporating ISO training into an ETP program, CalTraining can help your company to meet this requirement with a training needs analysis, training, and record keeping.