I. Lean Tools (for Hourly, Supervisors, and Tech personnel)
   - Lean Awareness
   - Dealing with Change
   - Identifying and Eliminating Waste (IACET CEU)
   - Workplace Organization & 5S
   - Teamwork for Results
   - Lean 5M – Team-Based Problem Solving
   - Kaizen Workshop
   - Fundamentals of Warehousing and Materials Handling
   - Fundamentals of Workplace Safety
   - Basic Skills
     - On the Job English for Non-English Speaking Employees
     - Workplace Math

II. Lean Logistics Tools (for Supervisors, Managers, and Tech personnel)
   - Introduction 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
   - Lean Yellow Belt Contributor
   - Lean Practitioner
   - Lean Six Sigma Yellow Belt (IASSC Certification)

III. Operations Management
   - Cycle Counting (IACET CEU)
   - Inventory Management
   - Just-in-time (JIT) Planning and Control
   - Managing Suppliers Performance
Training for Distribution Companies

- Fundamentals of Supply Chain Management
- Fundamentals of Warehouse Management

IV. Financial Tools for Operations
- Finance for the Non-Financial Manager
- Essentials of Budgeting

V. Management and Leadership
- Fundamentals of Supervision
- Competencies of Day-to-Day Management
- Practical Leadership
- Leadership Skills for Managers
- Effective Management Practices
- Emotional Intelligence
- Critical Thinking (IACET CEU)
- Managing Up
- Leadership Tools – Strategic Measurements
- Leadership Tools – Performance Measurements
- Leadership Tools – Managerial Measurements
- Leadership Tools – Operational Measurements
- Coaching - a Leadership Skill
- Building Champion Teams
- Critical Skills of Team Building
- Advanced Problem Solving
- Conflict Resolution
- Time Management
- Meeting Management
- Managing Change
- HR for Non-HR Managers
- Train the Trainer – The Practical Trainer
- Fundamentals of Performance Management
- Conducting Performance Reviews and Appraisals
- Fundamentals of Organizational Structure
Training for Distribution Companies

- Succession Planning
- Professional Manager

VI. Quality Management
- Total Quality Management (TQM)
- Risk Management and Mitigation
- ISO Standards (ISO 9001, AS9100, ISO 14001, etc.)

VII. Six Sigma Practical Applications
- Six Sigma Overview
- Business Process Analysis and Improvement
- Measuring Organizational Performance
- Voice of the Customer (VoC)
- Six Sigma DMAIC Problem Solving
- Six Sigma Team Dynamics
- Six Sigma Communication Strategies
- Six Sigma Data Analytics
- Six Sigma Sales Effectiveness
- Six Sigma Green Belt

VIII. Project Management
- Fundamentals of Project Management
- Advanced Project Management
- Microsoft Project

IX. Customer Service
- Value-Based Customer Service
- Critical Skills of Customer Service
- Building Strong Customer Relationships
- Dealing with Difficult Customers
- Customer Service Skills for Drivers

X. Sales and Marketing
- Winning Marketing
- Sales Skills for Sales Professionals
- Sales Skills for Customer Service
Training for Distribution Companies

• Selling Smarter

XI. Business Communication
• Presentation Skills
• Effective Communication Skills
• Negotiation Skills to Influence
• Better Business Writing
• Writing Effective Email

XII. Computer Skills
• Basic Computer Skills
• Microsoft Office 365
  o Introduction to Cloud Computing
  o Microsoft Office 365 – a New Way to Use Microsoft Office
  o Transitioning to Office 365
  o Microsoft Outlook with Office 365
  o Microsoft Excel with Office 365
  o Microsoft Word with Office 365
  o Microsoft PowerPoint with Office 365
  o SKYPE for Business with Office 365
• Microsoft Office Desktop (all versions)
  o Excel
    – Level I
    – Level II
    – Level III
    – Advanced Applications
  o Word
    – Level I
    – Level II
    – Level III
  o PowerPoint
  o Outlook
  o Writing Effective Email With Microsoft Outlook
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- Access
- Adobe Acrobat
- QuickBooks Accounting
  - Introduction
  - Advanced Topics

XIII. Compensation Strategies and Rewards
- Performance Based Compensation
- Skills Based Compensation
- Non-Monetary Incentives and Rewards

XIV. Workplace Essentials
- Celebrating Diversity
- Workplace Ethics and You
- Safety in the Workplace
- Workplace Harassment
- Workplace Violence
- Self-Care and Preventing Burnout

XV. Food Safety and Quality
- SQF, HACCP/HARPC, cGMPs, etc.