

North Orange County Community College District



PERFORMANCE FIRST

January-June 2006

Learning Opportunities

Where Learning Never Ends....

www.tdioc.com

EDUCATION CAN IMPACT YOUR BOTTOM LINE

Employers have an immediate need for short term, flexible educational services which are competitively priced and which successfully impact the bottom-line. Responding to those needs, the **Training and Development Institute (TDI)** at the North Orange County Community College District has created **Performance First**, a calendar of workshop events and business industry information designed to provide information to our region's employers. **Performance First** will provide you with information on current trends and provide access to timely learning opportunities.

TDI coordinates educational programs and services to respond to the needs of local business and industry and promote community economic development.

TDI offers exceptional customized training, utilizing community college resources. TDI professionals can assist employers with Information Technology, Manufacturing Technology, Environmental, Health and other regulatory issues. **Performance First** highlights local workforce development information, workforce and economic development successes and helps you to utilize current capacity building resources. This publication includes workshop events from January – June 2006. We hope that you enjoy this publication and we look forward to working with your company to improve the competitiveness of your workforce.

To add your name to the **Performance First** mailing list, send an e-mail to: tdimarketing@sce.cc.ca.us or call (714) 808-4610

To register for workshops, log onto: www.tdioc.com



- Job Development Incentive Fund (JDIF)
- Online Learning

January 2006

January 10

CAL OSHA MANAGEMENT AND AUDITS, INJURY AND ILLNESS PREVENTION PROGRAMS

Fines imposed by OSHA are costly! This course covers the proper procedures to follow in order to be ready for an OSHA audit. Management procedures are emphasized, thus eliminating the burden of faulty record keeping, saving your company both time and money. Additionally you will learn how to audit your company's Injury and Illness Prevention Program (IIPP).

Anaheim Campus, RM TBA Fee: \$45
 8:00 a.m. – 12:00 p.m.
 Instructor: Herbert Bell
 Program: REBRAC
Code: PF100

January 12

MANAGEMENT 101: "BACK TO BASICS"

In today's business, companies are dealing with increasingly tough challenges such as cutbacks in resources, an uncertain worldwide environment, and global competition. Organizational structures are becoming flatter, workers are becoming more educated, and companies are downsizing. So the question is: "Why do we need managers?" Why is the function of a manager still important? Successful leadership depends on the ability to work with and through people to get things done. The challenge is to have the employees participate, empower them and have them achieve goals. This workshop focuses on new strategies for management excellence while addressing basic knowledge, with emphasis on leadership and supporting employee learning.

Anaheim Campus, RM TBA Fee: *\$135/\$185 Non-Member
 *Professional Society membership: IIE, SAM, PMI, ASQ, APICS, NAPM
 9:00 a.m. – 1:00 p.m.
 Instructor: Al Morelli
 Program: CACT
Code: PF101

Getting It* Done

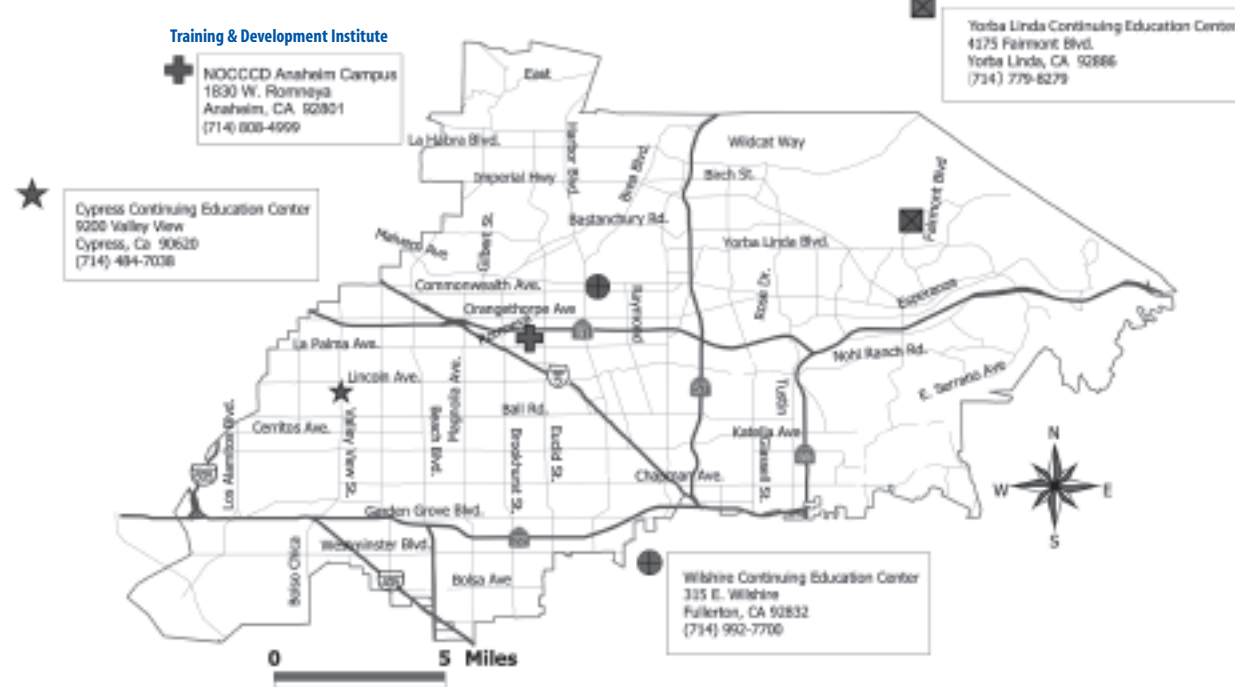
Vocational English for Pharmacy Technicians

Strong interpersonal and communication skills are essential for pharmacy technicians who interact with customers and other healthcare professionals on a daily basis. That is why the School of Continuing Education developed curriculum this past summer for limited English-speaking students enrolled in the pharmacy technician training program.

The Vocational English-As-A-Second-Language (VESL) curriculum was piloted this fall in an open-entry, open-exit lab setting under the guidance of ESL instructor Shin Song. Pharmacy technician students visit the lab during designated evening hours to work on their oral communication skills at their own pace.

The curriculum is divided into modules that cover general conversation in a pharmacy setting, customer service, and supplementary activities; such as pronunciation practice and grammar. The initial response from students has been positive and expected to grow.

For more information, please contact Martha Gutierrez at (714) 808-4668.



To register for any of the workshops in this edition of **Performance First**, go to our website at www.tdioc.com

TDI PROGRAMS

- Orange County Digital Media Center (ocDMC) **714.808.4617**
- Workplace Learning Resource Center (WpLRC) **714.808.4607**
- Environment, Health, Safety and Homeland Security/REBRAC **714.808.4620**
- Centers for Applied Competitive Technologies (CACT) **714.808.4611**
- Online Learning **714.808.4625**

For more information about our programs, or to schedule an appointment, contact the direct lines shown above or visit our website at:

www.tdioc.com

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North Orange County Community College District



1830 W. Romneya Drive
 Anaheim, CA 92801

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The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling, and maintenance of a drug-free environment is available in the District Human Resources Office.



Tax Deduction Information
 Treasury regulation 1.162-5 permits an income tax deduction for certain educational expenses undertaken to: (1) maintain or improve skills required in employment, or (2) meet requirements of an employer or a law imposed as a condition for retention of employment, job status, or rate of compensation. Employers should refer to current IRS regulations or consult their tax advisor.

Schedule Changes
 TDI has made every reasonable effort to verify the accuracy of all printed information. Courses and other matters contained herein are subject to change without notice. In the event of a schedule change, every attempt will be made to contact participants by phone within 24 hours of the program start.

Non-Profit
 U.S. Postage
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January 18

READY AMERICA - FOR INDIVIDUALS

The threat of a terrorist attack is real and Homeland Security is working hard to strengthen our nation's security. American citizens should begin a process of learning about potential threats so that we are better prepared to react during an attack. This training will show simple things that you can do now to prepare yourself and your loved ones.

Anaheim Campus, RM TBA Fee: \$45
8:00 a.m. – 12:00 p.m.
Instructor: Staff
Program: REBRAC
Code: PF102

January 24

ELECTRICAL SAFETY/MACHINE GUARDING/LOCKOUT-BLOCK-OUT

This course offers practical instruction about three of the most dangerous exposures encountered in workplaces. Workshop covers how to recognize hazards, prevent injuries and avoid Cal OSHA citations.

Anaheim Campus, RM TBA Fee: \$45
8:00 a.m. – 12:00 p.m.
Instructor: Herbert Bell
Program: REBRAC
Code: PF103

January 27

40 HOUR HAZWOPER TRAINING

HAZWOPER training is mandated by OSHA [29 CFR 1910.120 sections (e) and (q)] and is essential for all people dealing with hazardous waste. The four day training will equip you with the knowledge necessary to conduct operations at chemical spills, gas station remediations, abandoned chemical/waste sites and/or clandestine drug labs.

Class meets subsequent three Fridays: February 3, 10, 17

Anaheim Campus, RM TBA Fee: \$345 for four day training
8:00 a.m. – 5:00 p.m.
Instructors: Ionie Wallace & Brian Otter
Program: REBRAC
Code: PF104

January TBA

TRANSPORTATION OF HAZARDOUS MATERIALS

This course covers safe handling of hazardous chemicals per the Department of Transportation Regulations. In addition it includes the proper preparation of shipping papers and hazardous waste manifests. Other topics covered are: labeling, placarding, spill reporting and emergency response. Haulers, shippers and receivers should take this class

Anaheim Campus, RM TBA Fee: \$95
8:00 a.m. – 5:00 p.m.
Instructor: Brian Otter
Program: REBRAC
Code: PF105

January TBA

DIGITAL MEDIA WORKSHOPS

Orange County Digital Media Center is offering monthly Saturday afternoon workshops in Digital Media. Contact the ocDMC at (714) 808-4617 for definite dates. Workshop topics vary and include:

- Photoshop Tips & Tricks
- How to use your Digital Camera
- Photoshop for Websites
- How to Transfer Photos from your Digital Camera to your Computer
- How to use a Scanner

Anaheim Campus, Lab 313 Fee: \$40
1:00 – 4:00 p.m., Saturday
Instructor: Staff
Program: ocDMC
Code: PF106

February 2006

February 9

LEAN ENTERPRISE AND CONTINUOUS IMPROVEMENTS

This hands-on training is to provide basic knowledge and advantages of utilizing manufacturing planning, scheduling and optimization techniques in conjunction with lean manufacturing principles. This valuable training is designed to guide you with setting up the manufacturing process and factory assembly lines. Emphasis will be given on strategic planning in meeting the needs and demands of customers and the marketplace. This special training will include:

- Practical applications of value stream mapping with focus on factory response
- Flexibility and effective utilization of company assets and capital
- TAKT time
- Evaluation of process efficiencies
- Plant capacities and enterprise metrics

Anaheim Campus, RM TBA Fee: *\$135/\$185 Non-Member
*Professional Society membership: IIE, SAM, PMI, ASQ, APICS, NAPM
9:00 a.m. – 1:00 p.m.
Instructor: Al Morelli
Program: CACT
Code: PF107

February 15

INCIDENT COMMAND SYSTEM (ICS) OVERVIEW

ICS is the federally approved system for coordinating multi-jurisdictional or multi-agency emergencies. It is required for HazMat events (e.g. biohazards, chemical terrorism).

Anaheim Campus, RM TBA Fee: \$45
8:00 – 11:00 a.m.
Instructor: Staff
Program: REBRAC
Code: PF108

Did You Know?

REBRAC Emerging Trends and New Directions

REBRAC's initiative is now called Environmental, Health, Safety and Homeland Security. This decision grew out of the lessons learned from terrorist actions like the World Trade Center, and natural disasters like the Northridge Earthquake in Southern California, the Loma Prieta quake in Northern California, Hurricane Andrew and more recently Hurricane Katrina. How quickly a company can get back to business after a terrorist attack or natural disaster depends on emergency planning done today. Lessons learned from these disasters demonstrate the importance to businesses and individuals of being prepared.

The before mentioned disasters all indicated a critical need for additional services and training for businesses and the community concerning homeland security. In recognition of these needs the EHS² REBRACs were established to respond by providing information and training related to statewide emergencies. One of the most important services provided by the REBRAC Centers is training in the latest offerings from the Federal Emergency Management Agency (FEMA) and the federal offices of Homeland Security. The Centers are now developing model Certificate Programs including homeland security. As a result of our initial marketing campaign, REBRAC's phone inquiries concerning Homeland Security increased to 80% of the total. REBRAC LA/Orange County is the first initiative to include Homeland Security in its list of services and we have incorporated the certified Federal Emergency Management Agency (FEMA) curriculum including Hospital Emergency Response Training (HERT) and Incident Command System (ICS)/National Incident Management System (NIMS) in our offerings. In addition, FEMA's Emergency Management Institute, the training institute for FEMA, has selected one of our centers to be one of the Hospital Emergency Response Training (HERT) sites in the west coast. The recent Chancellor's report for Vocational and Career Technical Pathways listed "Homeland Security" as an emerging industry and a new economic development area. Personnel requirements including needed replacements in this area are projected to increase 10-24% over the next five years. Therefore, training and certification of Homeland Security personnel are crucial. Currently the EHS² REBRACs are fulfilling this critical need in an exemplary manner.

If the nation and our economy are to be secure, businesses must be ready to survive a disaster and recover. America's businesses form the backbone of our economy, small businesses alone account for more than 99% of all companies with employees. They employ 50% of all private sector workers and provide nearly 45% of the nation's payroll. A commitment to planning today will help support employees, customers, the community, the local economy, and even the country. It also protects your business investment and gives your company a better chance for survival. Survival starts with every business having a plan and having employees on staff trained and certified in appropriate aspects of homeland security relative to their business.



Did You Know?

Vocational English as Second Language (VESL) for Manufacturing

Manufacturing is not the same as it was 25, 15, or even 10 years ago. Today's production worker needs to understand that manufacturing has changed and will continue to do so. To stay competitive in a global marketplace, manufacturers need employees that have some familiarity with current manufacturing practices, are able to adapt themselves to continuous change, and understand the importance of participating as team members to improve the workplace.

VESL for Manufacturing serves as an introduction to employment possibilities in the modern manufacturing workplace for the limited-English speaking student. The VESL students will improve their communication skills in English using vocabulary that is used in a manufacturing environment. As an introductory class, the principal goal for the class is to acquaint the participant to the world of manufacturing and to develop some rudimentary skills in basic manufacturing English. Some of the topics that will be covered include:

- Careers in manufacturing
- The Manufacturing Workplace
- Safety in Manufacturing
- Communication
- Teamwork
- Production basics
- Production workflow
- Continuous improvement
- Introduction to Lean Manufacturing

The VESL for Manufacturing is offered through the CACT/JDIF program and is an onsite 40-hour course for manufacturing and technology based companies or industries and can be customized to meet your needs. Consider on-site customized training for new hires or incumbent workers.

For more information contact:
Norma Alvarado, Director
Centers for Applied Competitive Technologies (CACT)
(714) 808-4611



- Quality professional training for individuals
- Expert services for business and industry

www.tdioc.com

Toll Free

(800) 662-2322

TDI provides expert educational services at competitive prices to meet your business needs.



Outstanding Business Conference and Event Facilities

TDI's sparkling new facilities offer an ideal setting for offsite conferences, training, and seminars. TDI can provide everything, from space rental to gourmet food service, to outstanding qualified experts and proven training programs. For facility information contact Terri DeWitt at (714) 808-4618.

You can take a virtual tour of our facilities at www.tdioc.com.

Is your business looking for ways to stay competitive and reduce costs?

Do you want to offer extended learning opportunities to your employees?

Would you like to take advantage of low or no-cost training?

The Training and Development Institute (TDI) is looking for employers and employer consortium partners who want to enhance their access to qualified employees and training incentive programs.

By partnering with TDI, you will find easy ways to tap into state and federal funding, provide input into programs and services that are tailored to your industry's needs, and meet training and retention goals at a significantly reduced cost.

We are currently seeking strategic partners to develop: Job Development Incentive Programs, Industry Driven Regional Collaborative Programs, and Industry Training Consortiums.

Contact a workforce professional at (800) 662-2322 to discuss your company's strategic partnership opportunities today.

Digital Media Center Offers Customized Training

The Training and Development Institute's ocDMC addresses the needs of companies to enhance the digital media skills of their employees. ocDMC has the latest graphic arts, website design and video editing software programs to develop skills in Digital Media. TDI's Digital Media classes are developed specifically to help the workforce excel in this field.

Classes are taught in our Digital Media computer labs with a one-computer, one-student ratio. Classes are limited in size to ensure a low student-to-instructor ratio where students can interact in a comfortable and stimulating learning environment. Certificates are awarded for each class. We also offer a Website Design Certificate Program.

The ocDMC offers on-site and off-site customized training in the following courses:

Graphic Arts

Adobe Photoshop CS2
 Adobe Illustrator CS2
 Adobe Indesign CS2
 Quarkxpress

Website Design

Website Design (HTML)
 Macromedia Dreamweaver MX 2004 & Fireworks
 Macromedia Dreamweaver MX 2004 with ASP.NET
 Macromedia Flash MX 2004

3-Dimensional Design

SolidWorks®

Digital Video

Adobe Premiere Pro
 Adobe After Effects
 Adobe Encore
 Adobe Audition

The ocDMC also has computer software upgrade training programs available. For more information regarding the ocDMC, contact Christie Campbell, Director (714) 808-4617 e-mail: ocdmc@sce.cc.ca.us

Getting It* Done

REBRAC Partners with Associated Labs

REBRAC has partnered with Associated Labs in the city of Orange for four years. Associated Labs provides very crucial assistance to REBRAC clients in the compliance of the Clean Water Act, which is also known as the compliance of Storm Water Pollution Prevention Plan SWPPP. In recent workshops on storm water, Associated Labs sent a representative, free of charge, to show attendees how to take storm water samples during a storm water event and offer guidelines in sampling protocol. In addition, they have also provided containers and sampling equipment used in storm water monitoring. Associated Labs also provides free pick up of samples from businesses in the Los Angeles and Orange Counties area.

REBRAC is proud of its long term partnership with Associated Labs.

ESSENTIAL SPANISH FOR YOUR INDUSTRY

No prior knowledge of Spanish is necessary

The Training and Development Institute is a licensed provider of Command Spanish® Training Programs that are "Real Spanish for Real People"®. The program is workplace specific for the job and can help English speaking employees begin to effectively communicate with non-English speaking employees in just eight hours!

The **Intended Audience:** Non-Spanish speaking personnel (including office and human resources staff) who supervise Spanish speaking employees.

There is no grammar. The classes are fun and group oriented with others from your industry.

Employees will read in English but speak in Spanish using phonetic encoding that gives the proper pronunciation and word order to speak the most important Spanish commands, questions, and phrases. **Upon completion and practice with the materials, participants will be able to use Spanish to:**

- Greet and compliment employees
- Issue commands and safety phrases for vehicles and equipment
- Express numbers, time and directions
- Use quick "Esto" commands to get the work done
- Address employment issues including hiring and discharge
- Help with safety and medical emergencies
- Assist with job duties and scheduling
- Issue commands for general and industry specific tasks

Call to schedule a COMMAND SPANISH TRAINING in your industry today! (714) 808-4607

February 24

HAZARD COMMUNICATION

Cal OSHA requires every business that handles hazardous materials to have a Hazard Communications Program (8 CCR 5194). This class covers MSDS's, labeling, training and having a written program. Disks with a model plan will be distributed.

Anaheim Campus, RM TBA Fee: \$45
 8:00 a.m. – 12:00 p.m.
 Instructor: Ionie Wallace
 Program: REBRAC
Code: PF109

February TBA

HAZARDOUS MATERIALS DISCLOSURE

Hazardous materials on your site need to be reported to the local Certified Unified Program Agency (CUPA). This workshop will cover how to fill out CUPA forms, where to submit these forms, and where to obtain assistance if needed.

Anaheim Campus, RM TBA Fee: \$45
 8:00 a.m. – 12:00 p.m.
 Instructor: REBRAC Staff or a Fire Safety Specialist from the Orange County Fire Authority
 Program: REBRAC
Code: PF110

Professionals @ Work

Taffy Kennedy at work with REBRAC



Taffy Kennedy has been working with TDI since 1998. She started working with the Centers for Applied Competitive Technology (CACT) then moved over to REBRAC in 1999. She provides one-on-one professional assistance to businesses with regards to environmental, health, safety, and homeland security compliance issues. Taffy also teaches some of our workshops such as Storm Water, Certified Unified Program Agency CUPA Compliance requirements, Injury Illness Prevention Programs, CEQA, Phase 1 Brownfield Site Assessments, and other OSHA topics. She works very well as a liaison between private businesses and regulatory agencies. In addition to helping businesses, she also prepares our annual schedule for workshops and seminars for the entire year.

Taffy has a degree in Environmental Design and is a Certified Hazardous Materials Manager CHMM. She is also certified by the Federal Emergency Management Agency FEMA in Hospital Emergency Response Training in Mass Casualty Incidents HERT/ MCI. She is an Advisory Board Member for the Los Angeles Conservation Corps. She continues to improve professionally by attending meetings and workshops in regulatory updates. She has proven to be an important staff member of REBRAC.

February TBA

DIGITAL MEDIA WORKSHOPS

Orange County Digital Media Center is offering monthly Saturday afternoon workshops in Digital Media. Contact the ocDMC at (714) 808-4617 for definite dates. Workshop topics vary and include:

- Photoshop Tips & Tricks
- How to use your Digital Camera
- Photoshop for Websites
- How to Transfer Photos from your Digital Camera to your Computer
- How to use a Scanner

Anaheim Campus, Lab 313 Fee: \$40
 1:00 – 4:00 p.m., Saturday
 Instructor: Staff
 Program: ocDMC
Code: PF111

March 2006

March 9

TOTAL QUALITY MANAGEMENT-SIX SIGMA

Six Sigma is a set of process improvement methodologies that reach beyond functional activities, to rediscover and streamline business core values. Six Sigma techniques are proven to increase productivity, enhance quality and can be applied universally in manufacturing, service, health care, information technology and public sector organizations. This hands-on training will provide you with the needed tools to be familiar with Six Sigma best practices, and lead process improvements and deliver tangible results. Six Sigma emphasizes on eliminating defects, reducing rework, cutting wasted operating costs and increasing customer's satisfaction levels.

Anaheim Campus, RM TBA Fee: *\$135/\$185 Non-Member
 *Professional Society membership: IIE, SAM, PMI, ASQ, APICS, NAPM
 9:00 a.m. – 1:00 p.m.
 Instructor: Al Morelli
 Program: CACT
Code: PF112

March 15

READY AMERICA-FOR INDIVIDUALS

The threat of a terrorist attack is real and Homeland Security is working hard to strengthen our nation's security. American citizens should begin a process of learning about potential threats so that we are better prepared to react during an attack. This training will show simple things that you can do now to prepare yourself and your loved ones.

Anaheim Campus, RM TBA Fee: \$45
 8:00 a.m. – 12:00 p.m.
 Instructor: Staff
 Program: REBRAC
Code: PF113

Getting It* Done

Masonry Course Addresses Industry Needs and Student Demand

This fall, the Masonry Industry Training Association (MITA) along with Orco Block partnered with the North Orange County Community College District's School of Continuing Education to offer a new course in masonry to meet the growing need for skilled masons in Orange County.

The course attracted 22 enthusiastic students who received an overview of the masonry trade and developed the necessary skills for entry-level positions in masonry. The 72-hour course is held at the Orco Block facility in Stanton for a hands-on practical experience.

Class was conducted 2 nights a week for 6 hours by Keith Dovico of Orange County. Keith has been a journeyman mason for 26 years, and enjoys providing training within the industry. The MITA office has been overwhelmed with a positive response, and now has a waiting list started for the next trimester.

Many employers and suppliers from the Orange County area have contributed to this growing class. They include Thompson Building Materials, Coolbaugh Masonry, Cornerstone Masonry, New Dimension Masonry, Artesia Building Materials, Roseborough Tool and Mark Plastic Company.

Call today to schedule your 8-HOUR HAZWOPER REFRESHER TRAINING

Contact the Environment, Health, Safety and Homeland Security/REBRAC to schedule an appointment and to take advantage of group discounts (714) 808-4620

March 21

CAL OSHA MANAGEMENT AND AUDITS, INJURY AND ILLNESS PREVENTION PROGRAMS

Fines imposed by OSHA are costly! This course covers the proper procedures to follow in order to be ready for an OSHA audit. Management procedures are emphasized, thus eliminating the burden of faulty record keeping, saving your company both time and money. Additionally you will learn how to audit your company's Injury and Illness Prevention Program (IIPP).

Anaheim Campus, RM TBA Fee: \$45
 8:00 a.m. – 12:00 p.m.
 Instructor: Herbert Bell
 Program: REBRAC
Code: PF114

March 24

40 HOUR HAZWOPER TRAINING

HAZWOPER training is mandated by OSHA [29 CFR 1910.120 sections (e) and (q)] and is essential for all people dealing with hazardous waste. The four day training will equip you with the knowledge necessary to conduct operations at chemical spills, gas station remediations, abandoned chemical/waste sites and/or clandestine drug labs.

Class meets subsequent three Fridays: March 3, April 7 and 14

Anaheim Campus, RM TBA Fee: \$345 for four day training
8:00 a.m. – 5:00 p.m.
Instructors: Ionie Wallace & Brian Otter
Program: REBRAC
Code: PF115

March TBA

READY AMERICA –FOR BUSINESSES

This class teaches businesses how to get back on their feet after a terrorist incident or natural disaster. Though each situation is unique, any organization can be better prepared if it plans carefully, puts emergency procedures in place, and practices for all kinds of emergencies.

Anaheim Campus, RM TBA Fee: \$95
8:00 a.m. – 5:00 p.m.
Instructor: Staff
Program: REBRAC
Code: PF116

March TBA

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FIT TESTING

This training includes selection of PPE, basic steps in donning and doffing, and key procedures in the inspection of PPE.

Anaheim Campus, RM TBA Fee: \$45
8:00 – 11:00 a.m.
Instructor: Brian Otter
Program: REBRAC
Code: PF117

March TBA

DIGITAL MEDIA WORKSHOPS

Orange County Digital Media Center is offering monthly Saturday afternoon workshops in Digital Media. Contact the ocDMC at (714) 808-4617 for definite dates. Workshop topics vary and include:

- Photoshop Tips & Tricks
- How to use your Digital Camera
- Photoshop for Websites
- How to Transfer Photos from your Digital Camera to your Computer
- How to use a Scanner

Anaheim Campus, Lab 313 Fee: \$40
1:00 – 4:00 p.m., Saturday
Instructor: Staff
Program: ocDMC
Code: PF118

April 2006

April 4

ELECTRICAL SAFETY/MACHINE GUARDING/LOCKOUT-BLOCK-OUT

This course offers practical instruction about three of the most dangerous exposures encountered in workplaces. Workshop covers how to recognize hazards, prevent injuries and avoid Cal OSHA citations.

Anaheim Campus, RM TBA Fee: \$45
8:00 a.m. – 12:00 p.m.
Instructor: Herbert Bell
Program: REBRAC
Code: PF119

April 6

STORM WATER POLLUTION PREVENTION

If your business is involved in manufacturing, or is a service provider, you are required by law to have a permit and plan. This seminar will explain why and how to comply with storm water pollution prevention plan (SWPPP) regulations. In particular, we will show you step-by-step how to complete a Notice of Intent, how to prepare your own plan and how to collect samples.

Anaheim Campus, RM TBA Fee: \$95
8:00 a.m. – 12:00 p.m.
Instructor: Staff
Program: REBRAC
Code: PF120

April 11

PREVENTING POLLUTION IS YOUR SOLUTION FOR COMPLYING WITH HAZARDOUS WASTE LAWS

Generators: are you ready for a Hazardous Waste inspection? This workshop will tell you what to expect and how to be in compliance.

Anaheim Campus, RM TBA Fee: \$45
9:00 – 11:00 a.m.
Instructor: Nabil Yacoub
Program: REBRAC
Code: PF121

April 13

PROJECT MANAGEMENT FUNDAMENTALS

This workshop will examine the concepts and techniques of project management and team building in organizations. Plus, the workshop will provide the tools needed to make teams more effective.

Anaheim Campus, RM TBA Fee: *\$135/\$185 Non-Member
*Professional Society membership: IIE, SAM, PMI, ASQ, APICS, NAPM
9:00 a.m. – 1:00 p.m.
Instructor: Al Morelli
Program: CACT
Code: PF122

Did You Know?

The Orange County Digital Media Center (ocDMC) Provides Customized Training for the Anaheim Police Department

As part of the new website development for the Anaheim Police Department, the ocDMC recently completed customized training to their staff. The 4 week, 4 hour long sessions were extremely valuable to the staff. Customized training courses in Flash and Dreamweaver software were instructed to six police officers to familiarize them with maintaining a website.

The ocDMC offers onsite and offsite customized training. For more information contact Christie Campbell, Director of the ocDMC at (714) 808-4617.

Professionals @ Work

Ron Thomas
Instructor, Construction Education



Ron Thomas comes to the School of Continuing Education (SCE) with a wealth of expertise in construction safety and management. He is the safety and training manager for the electrical contracting company Journey Electrical Technologies Inc.

With 23 years of experience as an electrician that includes his own contracting business for 12 years, Ron is a certified master trainer and electrical instructor through the National Center for Construction Education and Research. He has written and developed curriculum to prepare journeymen electricians to take and pass the California Electrical Journeymen's State Test.

Ron's expertise also includes knowledge of OSHA regulations and the National Electrical Code. Through his studies at the OSHA National Training Center at UC San Diego, he earned two OSHA professional certificates. He received his bachelor's degree in adult education, along with a Specialized Certificate as a Community College Instructor, from UC San Diego as well.

Ron teaches the Electrical Journeyman State Test Preparation course for SCE's construction education program.

Getting It* Done

TDI'S Job Development Incentive Fund (JDIF) in partnership with the Orange County Business Council sponsors a Career Showcase during the 2005 Orange County Innovation Week

"OC Innovation Week Career Showcase 2005" was held on October 27, one of the activities sponsored through the Community College Economic and Workforce Development Program—JDIF AMP Grant. The NOCCCD SCE TDI/JDIF in partnership with the Orange County Business Council hosted the event at the Ford Design Center in Irvine.

The OC Innovation Week Career Showcase was attended by those interested in learning of the various career options in technology and the training available through the community college system. Both community colleges and businesses showcased their technologies and identified the many career path options. The technologies highlighted during the Career Showcase were Advanced Manufacturing (CNC Machining, Composites, and Plastics), Digital Technology (Digital Media Arts, Digital Convergence, and Geospatial), Environmental Sciences, Printing, Rapid Proto-typing, Bioscience and Automotive Technology.

The colleges participating in the event were Fullerton College, Cerritos College, Saddleback College, Coastline College, and Irvine Valley College. Also, participating in the showcase were the Centers for Applied Competitive Technologies (CACTs), Advanced Technology Centers (ATC), Regional Environmental and Business and Resource Centers (REBRAC), Digital Media and Geospatial Centers. The North Orange County Community College District's School of Continuing Education was represented as well as Rancho Santiago Community College District's Center of Excellence.

Additional participants were Orange County's Workforce Investment Boards (WIBs) which included the Anaheim, Santa Ana, and Orange County WIBs. Robotic demonstrations were provided by the First Robotic Teams from Anaheim, Hawthorne, and Burbank High Schools, also in attendance were the high school sponsors—Disney, Boeing, and the Hispanic Chamber of Commerce. Exhibitors also

included industry representatives from the Toshiba, St. Josephs, and the Small Manufacturers Institute.

The evening's program included an industry panel that highlighted and discussed the pursuit of a career path in innovative technology. Panelists included: Chris Harrington, Vice President Strategy and Business Development, with Toshiba America Information Systems; Barbra Niksch, Vice President Regulatory, Quality and Clinical Affairs with Visogen, Inc. and Immediate Past-President, Orange County Regulatory Affairs-Discussion Group; Richard Wong, President –Elect, The American Society for Training and Development, Orange County Chapter, and Director of Special Programs-Geospatial Educational Services, for Ranch Santiago Community College District.

Global Leadership Series

The purpose of this Global Leadership Series is to provide managers with the systemic knowledge needed to impact the hiring, retention, succession, sales and productivity improvements of their international operations. The series will help individuals ask innovative questions about how their organization engages international management, overcomes or reduces its vulnerability to global complexity, and engages in developmental plans for personal and organizational growth on a global level. By using Prospects®, participants may also take advantage of 360-feedback to identify gaps in global leadership competencies and enhance professional development.

Contact the Workplace Learning Resource Center for more information: (714) 808-4607

Topics covered:

Module I
Selecting, Developing and Supporting International Managers

Module II
Communicating Across Cultures

Module III
Developing Cultural Adaptability

Module IV
Managing in a Global Context

Module V
Building a Global Business Team (GBT)

Module VI
Productive Behaviors in Global Business Teams (GBT)

TDI'S ONLINE LEARNING ANNOUNCES INSURANCE CONTINUING EDUCATION CENTER

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Certificate in Manufacturing Management



January – October 2006
Offered by the
North Orange County
Centers for Applied Competitive Technologies (CACT)

BEGINS JANUARY 12 !

The Certificate Program in Manufacturing Management prepares participants for promotion to a higher level of management. The certificate program focuses on current applications and workshops which are integrated to provide practical hands-on learning knowledge. There are no prerequisites required for the certificate or workshops. The program consists of practical real world solutions to everyday work issues. The diverse hands-on applications presented by professional experts make this certificate unique and rewarding.

MANAGEMENT 101: "BACK TO THE BASICS"

In today's business, companies are dealing with increasingly tough challenges such as cutbacks in resources, an uncertain worldwide environment, and global competition. Organizational structures are becoming flatter, workers are becoming more educated, and companies are downsizing. So the question is: "Why do we need managers"? Why is the function of a manager still important? Successful leadership depends on the ability to work with and through people to get things done. The challenge is to have the employees participate, empower them and have them achieve goals. This workshop focuses on new strategies for management excellence while addressing basic knowledge, with emphasis on leadership and supporting employee learning.

LEAN ENTERPRISE AND CONTINUOUS IMPROVEMENTS

This hands-on training is to provide basic knowledge and advantages of utilizing manufacturing planning, scheduling and optimization techniques in conjunction with lean manufacturing principles. This valuable training is designed to guide you with setting up the manufacturing process and factory assembly lines. Emphasis will be given on strategic planning in meeting the needs and demands of customers and the marketplace. This special training will include:

- Practical applications of value stream mapping with focus on factory response
- Flexibility and effective utilization of company assets and capital
- TAKT time
- Evaluation of process efficiencies
- Plant capacities and enterprise metrics

TOTAL QUALITY MANAGEMENT-SIX SIGMA

Six Sigma is a set of process improvement methodologies that reach beyond functional activities, to rediscover and streamline business core values. Six Sigma techniques are proven to increase productivity, enhance quality and can be applied universally in manufacturing, service, health care, information technology and public sector organizations. This hands-on training will provide you with the needed tools to be familiar with Six Sigma best practices, and lead process improvements and deliver tangible results. Six Sigma emphasizes on eliminating defects, reducing rework, cutting wasted operating costs and increasing customer's satisfaction levels.

PROJECT MANAGEMENT FUNDAMENTALS

This workshop will examine the concepts and techniques of project management and team building in organizations. Plus, the workshop will provide the tools needed to make teams more effective.

PERFORMANCE-WORK MEASUREMENT/COST ANALYSIS

The fundamental purpose of work measurement is to labor cost for a given job. Work measurement is the process of establishing the time that a given task would take when performed by a qualified worker working at a normal level of performance. There are various ways in which work may be measured and a variety of techniques have been established. This workshop focuses on scientific techniques to measure work and review the most common techniques such as direct time studies, predetermined work measurement and work sampling.

PURCHASING AND SUPPLY MANAGEMENT

This workshop provides a framework for understanding and improving the effectiveness of supply chain management. The workshop will explore theories and practical applications, including supplier rating and business management.

INVENTORY CONTROLS, SCHEDULING AND PLANNING

This workshop is intended to provide the leadership and technical know how skills needed to meet the challenges of inventory management. Emphasis will be placed on hands-on applications of inventory systems, ABC classification, inventory accuracy and cycle counting. The workshop will introduce techniques of EOQ, ROP, and safety stocks models. In addition, Material Requirements Planning, ERP and Just in Time will be discussed.

AUTOMATION AND CAPITAL JUSTIFICATION

This hands-on, practical training/workshop review capital justification strategies that guarantee improved solutions, higher production, outstanding quality, and excellent review process. Case studies will be provided for hands-on learning, and attendees will be given the tools to develop strategies to implement successful techniques shared at this workshop.

PROCESS MAPPING

Process Mapping is part of overall operational strategy and linked to the efforts of lean manufacturing. The strategy is to review process from receiving raw materials through the manufacturing process and delivery to the customer. The pre-planning for successful implementation relies on critical review, and accurate analysis of the product and the process. The review includes yield factors, scrap if any, including a detailed knowledge of the value added and non-value added operations, as well as the quality requirements, a prerequisite for the management excellence. Using process mapping achieves dramatic reductions in product cycle times, resulting in increase in quality, responsiveness and flexibility. The benefits generally are lower costs, higher quality, and shorter lead times.

CERTIFICATION OVERVIEW AND EXAM

To earn the certificate of completion, 8 out of 9 workshops must be completed in addition to successful completion of the certification exam. The certificate of completion is offered by the North Orange County CACT.

- **Nine, 4-hour workshops, one workshop offered per month from January – October 2006**
- **Each workshop can be taken independently and no prerequisites are required**
- **The cost is \$185 per each workshop. Professional Society Membership (IIE, SAM, PMI, ASQ, APICS, NAPM) cost is \$135. Discount can be applied to membership when you pay the non-member rate! Activate your membership when you attend the workshop. Reserve now for your advance registration.**

For more information, call:
Norma Alvarado, Director

Centers for Applied Competitive Technologies (CACT) – (714) 808-4611

April 18

HAZARDOUS WASTE MANAGEMENT IN CALIFORNIA: 3-HOUR REFESHER

This three hour introductory course covers hazardous waste standards and pollution prevention practices. This is your chance to learn from an expert from the Department of Toxic Substances Control without risking an audit.

Anaheim Campus, RM TBA Fee: \$45
 9:00 a.m. – 12:00 p.m.
 Instructor: Nabil Yacoub
 Program: REBRAC
Code: PF123

April 21

HAZARD COMMUNICATION

Cal OSHA requires every business that handles hazardous materials to have a Hazard Communications Program (8 CCR 5194). This class covers MSDS's, labeling, training and having a written program. Disks with a model plan will be distributed.

Anaheim Campus, RM TBA Fee: \$45
 8:00 a.m. – 12:00 p.m.
 Instructor: Ionie Wallace
 Program: REBRAC
Code: PF124

April TBA

DECONTAMINATION PROCEDURES

"DECON" is the process of removing or neutralizing contaminants that have accumulated on personnel and equipment. It is critical in limiting the spread of hazardous substances and increasing the chances of survival in the event of an exposure.

Anaheim Campus, RM TBA Fee: \$45
 8:00 – 11:00 a.m.
 Instructor: Brian Otter
 Program: REBRAC
Code: PF125

April TBA

DIGITAL MEDIA WORKSHOPS

Orange County Digital Media Center is offering monthly Saturday afternoon workshops in Digital Media. Contact the ocDMC at (714) 808-4617 for definite dates. Workshop topics vary and include:

- Photoshop Tips & Tricks
- How to use your Digital Camera
- Photoshop for Websites
- How to Transfer Photos from your Digital Camera to your Computer
- How to use a Scanner

Anaheim Campus, Lab 313 Fee: \$40
 1:00 – 4:00 p.m., Saturday
 Instructor: Staff
 Program: ocDMC
Code: PF126

May 2006

May 10

INCIDENT COMMAND SYSTEM (ICS) OVERVIEW

ICS is the federally approved system for coordinating multi-jurisdictional or multi-agency emergencies. It is required for HazMat events (e.g. biohazards, chemical terrorism).

Anaheim Campus, RM TBA Fee: \$45
 8:00 – 11:00 a.m.
 Instructor: Staff
 Program: REBRAC
Code: PF127

May 11

PERFORMANCE-WORK MEASUREMENT/COST ANALYSIS

The fundamental purpose of work measurement is to labor cost for a given job. Work measurement is the process of establishing the time that a given task would take when performed by a qualified worker working at a normal level of performance. There are various ways in which work may be measured and a variety of techniques have been established. This workshop focuses on scientific techniques to measure work and review the most common techniques such as direct time studies, predetermined work measurement and work sampling.

Anaheim Campus, RM TBA Fee: *\$135/\$185 Non-Member
 *Professional Society membership: IIE, SAM, PMI, ASQ, APICS, NAPM
 9:00 a.m. – 1:00 p.m.
 Instructor: Al Morelli
 Program: CACT
Code: PF128

May TBA

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Developed by the Secretary of Homeland Security at the request of the President, the National Incident Management System (NIMS) integrates effective practices in emergency preparedness and response into a comprehensive national framework for incident management. The NIMS enables responders at all levels to work together more effectively to manage domestic incidents no matter what the cause, size or complexity. (FEMA qualified).

Anaheim Campus, RM TBA Fee: \$350 for 40 hour class
 8:00 a.m. – 5:00 p.m.
 Instructor: Staff
 Program: REBRAC
Code: PF129



Online Learning

Take a hands-on, instructor-led course without leaving your home or office!

TDI's Online Learning program offers non-credit classes on a monthly basis. Each 6-week class is comprised of 12 lessons, quizzes, and a final exam. A completion letter is given at the end of the final.

A new section of 6-week course offerings will begin on the following dates:

Jan 18 • Feb 15 • Mar 15 • April 19
May 17 • June 21

For more information and online course offerings, call (714) 808-4625, or visit our Online Learning website at:

www.easyed.org

Getting It* Done

Norma Alvarado
 Nominated to Head the
 North Orange County's CACT



In November 2005, Norma Alvarado was nominated to be Director of the North Orange County Center for Applied Competitive Technologies (CACT). Prior to this, Norma was the Project Director for the North Orange County Community College District/TDI Job Development Initiative Fund (JDIF) Advanced Manufacturing Partnership grant. Norma held this position for approximately one year. Norma came to TDI with a wealth of experience in contract education, grants management, and was previously the Director of the Center for Applied Competitive Technologies (CACT) hosted by West Los Angeles Community College District for several years. With this and other equally impressive qualifications, Norma will head NOCCCD's CACT, which is part of TDI.

Norma is currently pursuing a Master's degree in Public History, and combined with her breadth of experience in contracting, labor relations, grant-writing and management, and her talent for establishing strong collaborations, she will make a very positive and widely-felt contribution to TDI.

May TBA

DIGITAL MEDIA WORKSHOPS

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- Photoshop Tips & Tricks
- How to use your Digital Camera
- Photoshop for Websites
- How to Transfer Photos from your Digital Camera to your Computer
- How to use a Scanner

Anaheim Campus, Lab 313 Fee: \$40

1:00 – 4:00 p.m.

Instructor: Staff

Program: ocDMC

Code: PF130

June 2006

June 8

PURCHASING AND SUPPLY MANAGEMENT

This workshop provides a framework for understanding and improving the effectiveness of supply chain management. The workshop will explore theories and practical applications, including supplier rating and business management.

Anaheim Campus, RM TBA Fee: *\$135/\$185 Non-Member

*Professional Society membership: IIE, SAM, PMI, ASQ, APICS, NAPM

9:00 a.m. – 1:00 p.m.

Instructor: Al Morelli

Program: CACT

Code: PF131

June TBA

HOSPITAL EMERGENCY RESPONSE TRAINING (HERT)

HERT prepares hospitals to respond to Weapons of Mass Destruction (WMD) events using the Incident Command system (ICS). The course is "hands-on" and is FEMA qualified.

Anaheim Campus, RM TBA Fee: \$275

Time: TBA

Instructor: Staff

Program: REBRAC

Code: PF132

North Orange County Community College District and the Centers for Applied Competitive Technologies (CACT) is hosting the

National Coalition of Advanced Technology Centers 18th Annual Fall Conference

NCATC
inOCin06

SAVE THE DATE!

October 4-7, 2006
Anaheim, California

www.NCATC-OC2006.org

For more information, contact:
Norma Alvarado, CACT Director
(714) 808-4611

The NCATC is a network of higher education resources that advocates and promotes the use of technology applications that enhance economic and workforce development programs and services. For more information about NCATC, visit their website at www.ncatc.org

June TBA

DIGITAL MEDIA WORKSHOPS

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- Photoshop for Websites
- How to Transfer Photos from your Digital Camera to your Computer
- How to use a Scanner

Anaheim Campus, Lab 313 Fee: \$40

1:00 – 4:00 p.m., Saturday

Instructor: Staff

Program: ocDMC

Code: PF133

WORKPLACE LEARNING RESOURCE CENTER'S CUSTOMIZED TRAINING

Workshops and other educational services can be tailored and delivered to meet your individual needs.


Quality-of life incentives – like flex schedules and training – are more effective at retaining valuable employees than cash payoffs, according to a wide-ranging survey of 352 human resource executives by the American Management Association (AMA).

Technical training, employability training, and flexible work hours were rated the most effective retention tools, significantly ahead of stock options and pay-for-performance, or bonus programs.

Retain your top performers and help struggling employees build their skills sets. Consider on-site customized education as a new retention tool. Call the Training and Development Institute to build your strategic, educational partnership today.

Workplace Learning Resource Center
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<ul style="list-style-type: none"> • Cerritos College Terry Price, Manufacturing Technology 562.860.2451 x2927 • Fullerton College Dennis Howey, Printing Technology 714.992.7286 Scott McKenzie, Machining Technology 714.992.7214 	<ul style="list-style-type: none"> • Saddleback College Ed Tackett, Rapid Prototyping 949.582.4360 • San Bernardino Community College Marshall Gartenlaub, Machining Technology 213.760.4460
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Getting It* Done

The Orange County Digital Media Center's "The Agency" develops Website for the Anaheim Workforce Investment Board (WIB)

The ocDMC's The Agency partnered with the Anaheim WIB to develop a website that will promote WIB services to businesses, job seekers, and partners. The focus of the new website will be to:

- Increase access to its customers by providing all relevant information about its programs and services online. Job seekers and businesses will be able to apply for Anaheim WIB services online
- Through linkages with other service providers, search engine placement, and increased access to information, the Anaheim WIB will increase public awareness of its programs and services
- Reduce staff workload by automating data collection
- Provide all information in a format that can be exported into a database to greatly improve the tracking and reporting capabilities of the Anaheim WIB.

"The Agency" was created as a an effort to promote careers in digital media and support a group of talented and skilled students who have successfully completed ocDMC's website design certificate program. A unique new program that began in February 2005 at TDI's ocDMC, to provide Orange County's workforce with skills in digital media, as well as actual work experience developing websites for community based businesses.

"We are very pleased with the progress made on our new website. The Agency was able to incorporate our logo and corporate identity into our new website. Having The Agency develop our website gave us more opportunities to inform our stakeholders and clients as well as collect information to serve the community and individuals better."

Rita L. Slayton
Coordinator
Anaheim Workforce Investment Center

REBRAC offers Homeland Security

The Training and Development Institute also offers training in Homeland Security. Training programs offered:

• **Incident Command System** • **Hospital Emergency Response Training HERT** • **Ready America**

For more information, contact: Perla Fickensher, Director
Environment, Health, Safety and Homeland Security/REBRAC

(714) 808-4620