




# **ADVANCE MY SKILLS**

## *Workplace Essentials*

### **NO COST & LOW COST CAREER SKILLS CLASSES IN SCV**

- **Distribution & Warehouse Safety**
- **Fundamentals of Counterbalanced Vehicles (Forklift Operation)**
- **Sexual Harassment Prevention Training**
- **Computing and Internet Fundamentals**
- **Digital Communications in the Workplace**

Course descriptions and class schedule can be found on the back of this flyer. 

Contact SCVEDC for more information:  
**(661) 288-4400 or [www.scvedc.org/skills](http://www.scvedc.org/skills)**

Located in Valencia  
Commerce Center  
at AMS Learning  
Center

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<p><b>Distribution &amp; Warehouse Safety</b></p> <p><b>Cost: \$60</b></p> <p>This series of classes will cover basic warehouse safety skills including picking carts, shipping pallets, ladder safety, ergonomics, and personal safety.</p> <p>Participants will receive a Safety Awareness Certificate.</p> <p>4 Week Sessions: July 11   Aug 22   Oct 3 Thursdays, 11:00 AM – 12:00 PM</p>	<p><b>Fundamentals of Counterbalanced Vehicles</b></p> <p><b>Cost: \$200</b></p> <p>Our 8-hour, hands-on course will teach attendees operation of three different types of lift-trucks: Stand-up Reach Truck, Order Picker and Sit-Down Forklifts, along with the fundamentals of counterbalanced vehicles, and OSHA-compliant safety practices.</p> <p>Participants will receive a Certificate of Course Completion</p> <p>Class dates: June 22   July 13   July 27 Saturdays, 8:00 AM – 4:30 PM</p>	<p><b>Legally Mandated Sexual Harassment Prevention Training</b></p> <p><b>1 Hour Non-Supervisory Employees</b></p> <p><b>Cost: \$15</b></p> <p>This 1-hour course provides non-supervisory employees with a comprehensive understanding of the key aspects of harassment, from appropriately identifying and responding to harassment situations to their role in harassment prevention.</p> <p>Class dates: June 21   July 12   Aug 2   Aug 16 Fridays, 8:00 AM – 9:00 AM</p>
<p><b>Legally Mandated Sexual Harassment Prevention Training</b></p> <p><b>2 Hour Supervisory Employees</b></p> <p><b>Cost: \$25</b></p> <p>This 2-hour course provides supervisors with essential information about their unique responsibilities and obligations in preventing and responding to harassment, complying with policy and expectations, and creating a respective and inclusive work environment.</p> <p>Class dates: June 21   July 12   Aug 2   Aug 16 Fridays, 9:15 AM – 11:15 AM</p>	<p><b>Computing &amp; Internet Fundamentals</b></p> <p><b>Cost: Free</b></p> <p>This series of classes introduces basic computer processes, operating systems, and internet technologies that includes file management and social media.</p> <p>12 Week Sessions: June 18   Sept 24 Tuesdays, 4:30 PM – 6:30 PM</p>	<p><b>Digital Communications in the Workplace</b></p> <p><b>Cost: Free</b></p> <p>This series of classes analyzes applications for communications required in a typical office setting like Outlook, Adobe Acrobat and Power Point.</p> <p>11 Week Sessions: July 10   Oct 2 Wednesdays, 4:30 – 6:30 PM</p>

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Visit [www.scvedc.org/skills](http://www.scvedc.org/skills) for registration information.

