



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

Located in Valencia
Commerce Center
at AMS Learning
Center

Address: 28624
Witherspoon Pkwy,
Valencia, CA 91355

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<p>Distribution & Warehouse Safety</p> <p>Cost: \$60</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>Fundamentals of Counterbalanced Vehicles</p> <p>Cost: \$200</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>Legally Mandated Sexual Harassment Prevention Training</p> <p>1 Hour Non-Supervisory Employees</p> <p>Cost: \$15</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>Legally Mandated Sexual Harassment Prevention Training</p> <p>2 Hour Supervisory Employees</p> <p>Cost: \$25</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>Computing & Internet Fundamentals</p> <p>Cost: Free</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>Digital Communications in the Workplace</p> <p>Cost: Free</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 for registration information.

