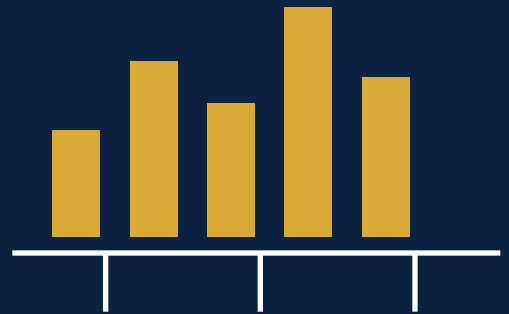


WORKFORCE TRAINING PROGRAM

Industrial skills, workplace readiness, and a practical pathway to employment



PROGRAM PURPOSE

A structured ten-course training initiative designed to help job seekers and workers strengthen the technical, interpersonal, and job-readiness skills needed in industrial and manufacturing environments.

- Ten integrated courses connecting workplace behavior with industrial fundamentals
- Practical activities, demonstrations, discussions, and applied exercises
- Pre- and post-training assessments to document participant progress
- Completion, skills improvement, referrals, placement, and retention indicators
- A pilot-ready structure that can be adapted with employer and community feedback

FOR WORKFORCE ORGANIZATIONS • EMPLOYERS • PARTICIPANTS

TEN-COURSE CURRICULUM

FOUNDATIONAL SKILLS • INDUSTRIAL PRACTICE • EMPLOYMENT SUPPORT

1

Job Readiness and Workplace Expectations

Build professional habits, understand workplace standards, and prepare for successful entry or return to employment.

2

Assertive Communication for Industrial Teams

Practice clear, respectful communication, active listening, feedback, and escalation in team-based workplaces.

3

Teamwork and Conflict Resolution

Strengthen collaboration, accountability, problem-solving, and constructive approaches to workplace disagreements.

4

5S Workplace Organization

Apply Sort, Set in Order, Shine, Standardize, and Sustain to support organized, efficient, and safer work areas.

5

Basic Lean Manufacturing Principles

Explore waste reduction, continuous improvement, process flow, standard work, and employee participation.

6

Time Management and Productivity

Plan tasks, establish priorities, reduce avoidable delays, and support reliable individual and team performance.

7

Safety, Quality, and Process Discipline

Reinforce safe behavior, quality awareness, procedural compliance, defect prevention, and personal responsibility.

8

Work Instructions and Standard Operating Procedures

Learn to read, follow, explain, and apply structured work instructions and standard operating procedures.

9

Introduction to Industrial Equipment Awareness

Develop foundational awareness of equipment functions, hazards, operating limits, and reporting expectations.

10

Interview Preparation and Employer Placement Support

Prepare for interviews, communicate transferable skills, approach employers, and participate in placement follow-up.

FROM TRAINING TO MEASURABLE PROGRESS

ASSESS • TRAIN • MEASURE • CONNECT

HOW THE PROGRAM WORKS



MEASURABLE OUTCOMES

- Program enrollment and completion
- Employer referrals and interviews
- Participant retention and follow-up
- Pre- and post-training skills improvement
- Job placement or reemployment
- Partner organizations and communities served

VALUE FOR EACH PARTNER

WORKFORCE ORGANIZATIONS

A structured supplemental curriculum, participant assessments, outcome indicators, and a replicable pilot model.

EMPLOYERS

Better-prepared candidates with exposure to workplace expectations, safety, quality, standard work, and team communication.

PARTICIPANTS

Practical preparation, clearer expectations, transferable industrial skills, interview support, and employment connections.

LET'S DEVELOP A WORKFORCE-READY PILOT

Begin with a small cohort, measure the results, gather feedback, and adapt the curriculum for local workforce and employer needs.

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Program outcomes depend on participant, employer, and partner engagement. Employment is not guaranteed.