

TECHNOLOGY CAREER INSTITUTE

Employee Training & Education

PROFESSIONAL SKILLS

We deliver customized, high quality employee training and education programs that increase productivity, improve workers' skills and enhance organizational efficiency.









Training and Certifications

- Time Management
- Team Building
- Interpersonal Skills
- Communication
- Conflict Management
- Stress Management
- Public Speaking
- Problem Solving

- Customer Service
- Accountability
- Presentation Skills
- Organization
- Managing Change
- Innovative Thinking Skills
- Diversity and Sensitivity
- Business Ethics

- Computer Skills
- · Prevention of Harassment
- Supervisory Series
- Business Writing
- Leadership
- English Proficiency

\$11

Billion is lost annually due to employee turnover.

62%

Managers believe that they are <u>not</u> doing a good job to provide effective training to their employees.



Million total loss to businesses each year from ineffective training.

Lori Cargile

Program Supervisor

Employee Training Center 760.757.2121 ext 6590 Icargile@miracosta.edu miracosta.edu/etc "There are only two ways in which a company can impact an employee's output: motivation and training. If you are not training, then you are basically neglecting half the job!" – Andy Grove –

Author of Only the Paranoid Survive

Use State of California funding to increase your training. (ETP) Employee Training Panel and MiraCosta College work together to provide businesses in San Diego County with low-cost, subsidized training to increase efficiencies, enhance productivity, and reduce costs. Employers who qualify, can use this funding for a variety of customized training.