

# A Dynamic Community Deserves

College of the Canyons is committed to providing Santa Clarita residents and the local business community with the resources needed to thrive in a changing economy. From customized training, to career certificates, to advanced degrees, we have what you need.

## COC's CITD selected for recognition by White House

On July 8th in Sacramento 10 California Centers for International Trade Development will receive recognition by Chancellor Harris and the Board of Governors. These CITDs have been selected for recognition by the White House for their work and contribution to our state's exports.



(661) 362-3521 canyonsecondev.org

#### **Employee Training Institute**

ETI's customized training helps drive down costs and expand the talent within your workforce.

#### **Small Business Development Center**

Whether you're launching a start-up, or growing an existing company, the SBDC offers free one-on-one consulting to take your business to the next level.

#### **Center for Applied Competitive Technologies**

CACT provides advanced technology companies with technical consulting services to help them learn, compete, and grow.

#### Center for International Trade Development

Business owners and entrepreneurs count on CITD's experience and insights to grow successfully through the stages of export/import trade development.

#### WorkSource Center

The WorkSource Center provides comprehensive services to both job seekers looking to find sustainable employment and employers seeking qualified candidates for their current or upcoming openings. Job seekers have access to a variety of self-service resources with support from career advisors including workshops, placement assistance, and training. Employers are offered customized assistance in filling their job openings from online job listings and pre-screening of candidates, to fully supported job recruitment events.

## June **SPOTLIGHT**:

### Lean Office Methods and Optimization

Lean operations have been around for decades and many companies have applied them with great success. Most organizations may not realize that lean concepts also apply outside the manufacturing floor. Lean operations have a direct application to the transactional environment of the office workforce on a daily basis. Most, if not all, lean principles and methods can be utilized to optimize processes and procedures within companies large and small. At the foundation of lean is waste elimination, which includes reducing wasted time, money, resources, and effort.

Coming up this summer the Employee Training Institute (ETI) will be offering several Lean Office half-day seminars to introduce these continuous improvement concepts and tools to interested professionals. Contact ETI at 661-362-3245 or visit our website at http://www.canyonsecondev.org/businessunits/ eti for more information.



CALIFORNIA







### **Current EVENTS:**

Monday, June 5 - How to Successfully Start Your New Business

Thursday, June 6 - Tuesday, July 16 - Leadership Skills Development

Friday, June 7 - Linked-in 101

9 am - 11 am

Saturday, June 8 - Start Your Home-Based Business

Tuesday, June 11 — Create a Business We 9 am to 11am

Wednesday, June 12 – What Healthcare Reform Means to CA Small Businesses 9 am to 10:30 am

Friday, June 21 - CNC Graduation & Employer Hiring Fair

Tuesday, June 25 – Essential Steps for Writing a Business Plan

Friday, June 28 - Lean Office Methods

Friday, July 12 - Lean Office Optimization