

TEAMSTERS LOCAL 1932  
**Training Center**

# Course Catalog

**Training and educating the workforce of tomorrow.**

**PROVIDE QUALITY  
AND EFFECTIVE  
TRAINING**

**ADVANCING THE  
SOCIAL &  
ECONOMIC  
WELFARE OF  
WORKERS**

**JOB PLACEMENT  
ASSISTANCE**

**SPECIFIC JOB-  
RELATED SKILLS**

**TRANSFORMING  
LIVES THROUGH  
TRAINING AND  
EDUCATION**



TEAMSTERS LOCAL 1932  
**Training Center**

Welcome to the Teamsters Local 1932 Training Center!

You are entering a training program that will allow you to develop skills and knowledge in various industries that will serve you throughout your lifetime. The training is designed to prepare you and give you the skills and knowledge to successfully enter into the workplace. You are expected to learn and apply the lessons taught and demonstrate these skills. Teamsters Local 1932 Training Center is committed to help you succeed in your studies from start to finish.

This catalog is designed to assist you in choosing a training program. After reviewing the catalog, we encourage you to visit us and see first hand the benefits described. The learning process depends on your participation. You must be committed to attending all classes, and complete the independent/online work in a timely manner. Each lesson builds on the next lesson and gives you the foundation needed to pursue a career in your chosen field. Your desire to attend classes and your commitment to learning are the first steps toward good work habits that will assure your success in the workplace.

Your attendance is carefully monitored. If your attendance falls below the attendance requirements listed in this catalog you will be dismissed from the program.

Every student that successfully completes the program of study, will be awarded an appropriate certificate verifying the fact. Program completion records will be made available within two weeks after completion.

Teamsters Local 1932 Training Center has made every reasonable effort to determine that information stated in this catalog is current and correct. Courses and programs offered, together with matters contained herein, are subject to change without notice.

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## MISSION

It is the Mission of the Teamsters Local 1932 Training Center to educate, train and develop the skills of the working class to contribute to the success and growth of the industries in the Inland Empire. We are committed to be a strong contributor to bring back a thriving union workforce for the betterment of the community as well as educate our youth on career paths that support middle class jobs.

## GOALS

1. **Promote quality training** and a skilled workforce to produce positive change for the Inland Empire.
2. **Advance the social, economic**, and educational welfare of the workforce.
3. **Educate and Train** students with essential skills needed to enter the workforce or advance their careers.
4. **Upskill and Reskill** students with the latest work trends and reinforce existing skills and competencies so students are prepared for everyday tasks in the field of interest
5. **Provide quality, effective training** designed to provide the needed skills and knowledge to enter into the workforce.
6. **Impart specific job-related skills** and knowledge to students systematically so that they may learn quickly.
7. **Create a positive learning environment** that focuses on the development of the student with job specific skills
8. **Engage students** with strong, comprehensive curriculum to meet students interests and needs.
9. **Encourage employee retention** by providing skilled workers who are confident, optimistic and ready for future job opportunities.
10. **Invest in a thriving workforce** by collaborating with community leaders, business and workers for the betterment of communities through a skilled workforce.
11. **Develop growth mindset** through student-centered learning and encourage positive attitudes through sound decisions and opportunities.
12. **Contribute** to the success and growth of in demand industries through education and training a workforce



## NONDISCRIMINATION POLICY

Teamsters Local 1932 Training Center does not discriminate on the basis of race, color, ancestry, national origin, sex, age, religious creed or marital status in any policies, procedures, or practices.

## LANGUAGE OF INSTRUCTION

All classes are taught in English. The Training Center does not offer English as a Second Language classes. English proficiency is required of students to be able to complete the needed classwork.

## TRAINING COURSE REQUIREMENTS

Teamsters Local 1932 Training Center courses are a hybrid combination of in-person learning, independent/online learning and hands-on training. Our courses are designed so adult learners can have the flexibility needed to successfully complete the training program while gaining the needed skills to enter into the workforce.

The purpose of the hybrid model is to utilize the best of both features, allowing students to ability to receive the benefits of face-to-face learning in a traditional classroom, as well as independent/on-line learning to accommodate schedules.

Students will need:

- Possess a high school diploma, or its equivalent (exceptions can be made, please contact training center representative)
- A personal email address
- Access to a computer or laptop to complete the independent/online portion
  - If a student does not have access to a computer or laptop, students can utilize the computer lab at the Training Center during its operating hours.
- Access to a web browser (internet)
- An understanding of computers skills, motivation and a commitment to learn and work on their own.
- Students are expected to complete all online work by Monday class the following week



## SCHOOL CALENDAR

Teamsters Local 1932 Training Center observes these holidays each year on which no classes will be conducted. Subject to scheduling requirements, those holidays may include:

New Year's Day

Martin Luther King Day

Presidents Day

Cesar Chavez Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Christmas Eve

Christmas Day

New Year's Eve

### Hours of Instruction

Each course has its own days & hours. Typically classes consist of 2-3 days per week in person (for 3 hours) and an online portion to be completed at your discretion during the week.

Winter Session      Mon & Wed    9am-noon

Spring Session      Mon & Wed    9am - noon

*\*\*All programs, courses, dates and times are subject to change*



## **ATTENDANCE**

### **ABSENCE**

Students are expected to attend all classes (in-person & independent/online) and as required attend all apprenticeship/hands-on days. Regular attendance and punctuality prepares the student for a successful career. During the course, students are expected to arrange their schedule to make non-emergency appointments on days outside of course class days. If a student misses or is absent from any combination of 2 classes (in-person or on-line) or apprenticeship days, the student will be dropped from the training class and no refund will be issued.

### **TARDINESS / LEAVE EARLY**

All students are required to sign attendance rosters and be ready for instruction prior to the start of class. Students that are not present or ready for instruction before the start of class will be considered tardy. 2 tardies or leaving class early will be considered an absence. Being present for the entire class is essential to the program.

### **MAKE-UP WORK**

Students will be required to make up all assignments, exams, or other work missed as a result of any absence. The student must make arrangements with the instructor to ensure that all work is made-up before the end of the program. Arrangements to make up a missed exam must be made with the instructor the day the student returns from the absence.



## **COURSES**

### **Warehouse / Distribution Certification**

This training program is designed to give participants the opportunity seeking employment in the Warehouse/Distribution sector a better knowledge about this industry. The training course is comprised of both classroom and hands-on instruction, reviewing warehouse/distribution safety and (PIT) powered industrial truck.

Participants will be trained on:

- General principles of safe-truck operation
- Types of vehicles being used in the workplace
- The hazards of the workplace created by the use of the vehicle, along with pallet building (stacking) and along with all equipment commonly found in warehouse/distribution.

By completing this course, participants will receive the knowledge, skills and certification required to work in such industry. Participants will be ready to enter the workforce with effective training and skills to be successful.

### **Office Assistant**

Training program is designed to prepare participants for a job as an entry level Office Assistant in a variety of industries including large businesses, county offices, some medical fields and more. The need for qualified and dependable professionals is in demand and will offer the opportunity for advancement.

Through this program you will gain and refine skills such as:

- Workplace Communication
- Preparing emails and letters
- Workplace ethics
- Time Management
- Workplace Technology
- Efficiency in organization

The training course provides an in depth look at activities and functions common to an office setting, the role an Office Assistant plays and will help you excel in an Office Assistant position.



## **STUDENT CODE OF CONDUCT**

Students are expected to conduct themselves in a manner appropriate to a professional work environment.

Violations of the training centers student conduct policy include, but are not limited to, the following: destroying or damaging training center property; use of any illegal drugs or alcohol while on training center property or attending training program under the influence of illegal drugs or alcohol; cheating on an examination; exhibiting violence, insubordination, or inappropriate language or behavior toward any training center staff, guest or student.

Cell phones and other electronic devices are not allowed during class/apprenticeship time.

Computer usage is for training course related work only.

Violations of the code of conduct may result in immediate termination from the program and no refund of fees issued. Students are expected to adhere to the Conduct Policy. Refusal to follow any instructors' orders, any acts of disrespect, cursing or displays of inappropriate and unprofessional attitude to staff, guests, or students alike, may constitute the student being dismissed from the program.

Students should behave in a professional manner at all times.

## **DISMISSAL / READMISSION**

As a general rule, students that are dropped/dismissed from the program are not readmitted unless there has been a bona fide extraneous circumstance. In these cases, readmittance is contingent upon approval from the Center Director.





## PERFORMANCE REQUIREMENTS FOR COMPLETION

The following requirements must be met to qualify for certification of completion in the schools training program:

- Students must complete all modulars in the course they are registered for and pass each exam.
- Must attend 85% of classes (in-person and online)
- Complete all designated requirements of the program

## TUITION

Teamsters Local 1932 Training Center is dedicated to providing affordable training courses. We offer payment plans, scholarships and more. Course cost varies on course selected.

Teamsters Local 1932 and the Training Center host various events to members and the public, such as membership meetings, job fairs, organizing efforts and more at our locations. These events may be photographed, videotaped or webcast. Teamsters Local 1932 Training Center has no means to prevent such photography, videotaping or webcasting from including a specific student. By attending an event, course, program of Teamsters Local 1932 or Teamsters Local 1932 Training Center, a person is granting Teamsters Local 1932 and its affiliates the right to use any such still or motion images or voice recordings in future publicity or publications as needed and without compensation. NO release shall be required by the Teamsters Local 1932 and Teamsters Local 1932 Training Center to utilize in an appropriate manner any images captured.



## COVID POLICY

In order to keep those close to us as healthy and safe as possible, Teamsters Local 1932 Training Centers has implemented this COVID policy. We are closely following the Covid-19 guidelines set by the CDC, State and Local Governments.


### Student Code Of Conduct

## Prevention of CORONAVIRUS

- ### 1 COVER UP

Appropriate face coverings must be worn in class.


Cover your mouth and nose with a cloth face cover when around others! You could spread COVID-19 to others even if you do not feel sick. Wear a cloth face cover when going out in public. Cloth face covers are meant to protect other people in case you are infected. Continue to keep about 6 feet between yourself and others. **CLOTH FACE COVERS ARE NOT A SUBSTITUTE FOR SOCIAL DISTANCING!**


- ### 2 AVOID CONTACT

Put distance between yourself and other people, six feet is recommended. Avoid all contact with people who are sick. Remember that some people without symptoms may be able to spread virus.


- ### 3 WASH HANDS

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol. Avoid touching your eyes, nose and mouth with unwashed hands.


- ### 4 CLEAN AND DISINFECT

Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, counter-tops, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.



- Staff will be temperature checked as they enter Teamsters Local 1932 Training Centers.
- Hand sanitizer has been placed in each classroom.
- When returning from break, please return to your seat and not switch.
- If you have been exposed to COVID, please contact your instructor to make accommodations.
- Do not come to class if you have been exposed to or have COVID, contact your instructors to arrange accommodations.
- Maintain social distancing practices.