



## Types of Eligible Essential Skills (ES) Training (not all-inclusive)

- Business Operations
  - Business Math
  - Customer Service
  - Human Resources
  - Problem Solving
  - Leadership
- Computer Operations
  - o MS Word
  - MS Excel (Beginner, Intermediate)
  - o MS Power Point
- Manufacturing Fundamentals
  - Basic Electricity
  - Basic Machine Set Up
  - Tooling, Grinding
  - Welding (MIG, TIG, ARC, TGAW, GMAW)
  - Basic Soldering
- Supply Chain Management

- Workplace Behavior Skills
  - Communications
  - o Teamwork
- Workplace Health and Safety
  - Electrical Safety
  - Fire Safety
  - First Aid, CPR, AED
  - Hazardous Materials Handling
  - Safety Committee
  - Arc Flash Safety
- Product and Process Control
  - Continuous Improvement / Kaizen
  - o ISO 9000+
  - Internal Auditor
  - Lean Manufacturing / Lean Enterprise
  - Project Management
  - Quality Assurance
  - Six Sigma (White and Yellow Belt)
  - Total Productive Maintenance
  - Total Quality Management

## **Workplace Behavior Skills**

Workplace behavior training includes subjects such as sexual harassment, workplace violence, diversity, drug and alcohol abuse and similar topics. While these are important matters in any work environment, they are not considered essential "skills" for the general employee population. These training topics are, however, very relevant and would be considered eligible for those in human resource (HR) management. On a limited basis, managers, supervisors and employees participating on committees to address these specific issues may also be considered eligible. Companies should confirm eligibility with their WEDnetPA partner prior to the start of training. These types of workplace behavior training topics are not eligible on a company-wide basis.

## **Workplace Health and Safety (WHS)**

**Eligible for all employees:** Fire extinguisher, fire safety/evacuation, first aid, CPR/AED. This includes recertification training.

**Limited eligibility:** The following must have a direct connection with the specific job title and responsibilities of the employee trained:

- Active Shooter
- ARC Flash / Electrical Safety
- Blood-borne pathogens
- Confined space
- Driver safety
- Fall protection
- Food safety

- Forklift safety
- Hazardous materials
- HAZWOPER
- Lockout / Tagout (LOTO)
- OSHA 10
- OSHA 30
- Personal protective equipment (PPE)





## Types of Eligible Technical Skills (TS) Training (not all-inclusive)

- Advanced Math
  - o Blueprint and Schematic Reading
  - o Geometric Dimensioning and Tolerancing
  - Statistical Software
- Machine Operations and Maintenance
  - Hydraulics / Pneumatics
  - o Industrial Electricity (not safety)
  - Motor Controls
- Manufacturing Technology
  - o 3D Printing and Rapid Prototyping
  - o CAD, CAM, CNC, PLC
  - o Electronics (including electronic soldering)
  - Robotics
- Software Implementation
  - Coding / Programming
  - Database Development (including MS Access)
  - o E-Commerce
  - Information Security
  - o MS Excel (Advance, Expert)
  - Network Administration
  - Software Engineering
  - o Website Design and Development
- Technical Applications (including Scientific and Medical)
  - Electronic Medical Records
  - Enterprise Resource Planning (ERP)
  - Life Sciences
  - Non-Destructive Testing (NDT)
  - Project Management (MS Project, Agile, Scrum)
  - Root Cause Analysis
  - Six Sigma (Green, Black and Master Black Belt)