

# WORKFORCE DEVELOPMENT

**A** well-trained workforce is vital to your company's success. At your Business Center, we offer customized training to fit your company's workforce needs, as well as training on common business skills:

- Your Business Center will develop customized training to fit your specific business needs and produce measurable performance and productivity results.
- Your Business Center will deliver that training to you. Through group training involving individual participation, trainers will guide the employees to a more efficient and effective operation.
- Hiring tax credits available when you hire qualifying employees.
- Our business consultants will also work with your company managers to set goals, create a mission statement, manage conflict, conduct planning sessions, supervisory training, performance management, and offer confidential one-on-one executive coaching.
- We can train your employees on computer applications; including basic computer skills, PowerPoint, Microsoft Word I and II, Excel I and II, and Access 2000.
- Your company may qualify for programs to help subsidize the training costs. Our experts can guide you through this process.

**Y**ou value information, time, and cost savings. Find them all, in one location, from a team of business professionals.

You value convenience. The Business Center provides access to many services, all at one location, accessible through one phone number.

- **Management Assistance**
- **Recruitment and Hiring**
- **Financial Incentives**
- **And much more!**



In partnership with your Career Services Center

**(661) 336-6640**

**Ready to Improve  
Your Bottom Line.**

# RECRUITMENT AND HIRING

In today's economy, savvy businesses are looking for cost effective ways to successfully recruit qualified employees. At your new Business Center, we can help by:

- Simplifying the hiring process by connecting companies with qualified and pre-screened individuals.
- Our certified Business Center trainers will assist you with determining your minimum employment requirements.
- Providing your business the information, forms and procedures to follow when hiring new employees.
- We provide complete, professional and comprehensive employee recruitment and hiring services.
- Offer training on how to interview and hire an employee.
- Suggest appropriate competitive wages that may appeal to applicants.
- Connect you with graduates of local vocational training programs.
- Host job fairs and company orientations to help you find qualified employees.
- Offer you on-site business offices, conference and interview rooms.
- Internet access
- Collect applications and schedule job interviews.



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## MANAGEMENT ASSISTANCE

**Y**our Business Center is designed with one goal in mind...we want your business to be successful. Success starts with efficient management of company resources, whether they be product or personnel. We can help you achieve this in a variety of ways:

- Provide small business mentoring .
- Professional business consulting to enhance and improve your company's performance.
- Customized training.
- Share information on current legal requirements for starting a new business.
- Provide local business and industry profiles, as well as demographic characteristics.
- Offer business assessments for small businesses through no-cost, two-hour workshops.
- Conduct workshops and seminars on business management skills and current business issues.
- Provide information on multiple aspects of running a successful small business.
- Assist with contract bidding and estimating.
- Provide facilities, computers and Internet connectivity so your business has the tools and ability to conduct e-commerce.
- Develop small business plans.
- Present workshops on product displays for increased sales.
- Offer the Mystery Shopper Program to measure employees level of service.

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## FINANCIAL INCENTIVES

**T**he Business Center team will help your company tap into many business incentives offered to help improve your bottom line :

- Access to important information on Government and Loan Programs.
- Assistance in preparing business loan packages and in obtaining business loans for start-up, renovation, and repair of child care businesses.
- On-the-job training program opportunities that will reimburse your company half the salary of qualified new employees during their training period.
- Hiring tax credits available when you hire employees who qualify.
- Information on incentives available for businesses located within the Enterprise Zone.
- Improved productivity and performance through our business consulting, analysis, and training services.
- Business-to-business networking.
- No-fee marketing of businesses that participate in many of the events sponsored by the partner agencies of your Business Center.
- Information on how to access and connect to new worldwide customers in international markets.

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## BUSINESS CENTER

### **One connection...**

**S**taying competitive is not an option for your business. It is an absolute necessity. Your Business Center is your one connection for services designed to help your business stay competitive and help your company succeed.

Your Business Center offers a full range of services, from business seminars and workshops to Kern County's Business Calendar of Events.

We specialize in Business Management Assistance, Recruitment and Hiring, Workforce Development, Financial Incentives, and much more...all designed to help you improve your bottom line.

### **One place...**

**J**ust like your customers, you value convenience. Your Business Center understands how convenience will save your company valuable time and money.

Our well-established, local agencies can provide business expertise to you. We have joined together with one mission in mind to help you take the guesswork out of managing and operating your business. And better yet, many of the services are provided at no cost or for a nominal fee.

### **One conclusion...**

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