



CLEAN/GREEN WORK READINESS ESSENTIAL SKILL CATEGORIES
Workforce Development Board of Ventura County

BASICS OF QUALITY CONTROL	EMPLOYABILTY SKILLS	COMPUTER SKILLS
<ul style="list-style-type: none"> • Know processes, as applicable, per business • Basic quality methodology and inspection techniques • Importance of individual responsibility – to do it right the first time • Manufacturing theory and quality control • Lean manufacturing and quality control • Knowledge of regulations and systems processes • Knowledge of waste management – waste reduction advantages • Certification and best practices 	<ul style="list-style-type: none"> • Initiative • Basics of interviewing • Work ethic • Communication skills • Continuous improvement skills • Basic company policy understanding • Time management • Task prioritization • Worker, supervisor, manager etiquette and protocol basics • Opportunities for work experience – applications of skills in work settings • Apprenticeships- knowledge sustainable career pathways and paid training opportunities 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Microsoft Access • Operating System basics • Computer navigation • Computer security • Computer etiquette • ERP basics • Viewer basics like PDF, CAD, jpg, png, bmp, TIFF, Solid Works, etc. • File extension basics • Basic programming