C ORPORATE TRAINING SOLUTIONS

PROVEN ★ EFFECTIVE ★ RELEVANT

Improve your competitive advantage with our ON-SITE AND ONLINE TRAINING SOLUTIONS AND SERVICES

Contact a Training Specialist Today

866.906.9190 • corporatetraining@uta.edu • uta.edu/ded
Training by UTA is led by industry experts who offer the strategies, tools and methodologies for businesses to succeed in a rapidly changing environment. These courses are designed for employees to deepen their current knowledge base and build new skills that companies need to stay current and relevant.

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DIVISION FOR ENTERPRISE DEVELOPMENT

TRAINING SOLUTIONS

The University of Texas at Arlington is committed to meeting the challenges of today's changing marketplace by providing the services and training you need to keep your business competitive, productive, and successful. Customers today demand that companies deliver products and services faster, less-expensive, and higher in quality. With training provided by UTA staff, your employees will not only gain the advantage but also acquire the skills necessary to hone that competitive edge.

UTA has an extensive list of training programs designed to meet the needs of complex business environments. Our instructors, content experts, and training specialists can identify and deliver training based upon your unique business, required time frame and preferred delivery method. Our focus is to increase individual and workforce efficiency, while sharpening your employees professional skill sets.

Our top requested programs include:

- Project Management including Scrum/Agile
- Lean Principles
- Cybersecurity
- Technical Writing
- SHRM & Human Resources
- Accounting Principles
- Adobe Creative Suites
- OSHA Training
- Environmental Compliance & Regulations
- Leadership
- Business Continuity & Disaster Recovery
- Event Planning

You can choose from a wide selection of courses, or we can customize a current program or service to fulfill a company’s particular requirements. We can tailor any program by customizing the curriculum and choosing the delivery format that best satisfies your needs. We offer on-site, online, on-campus or hybrid training designed specifically for your organization's purpose.

Our experienced customer service team will handle all of the training logistics from the initial consultation to the final assessment to ensure complete satisfaction of services and delivery.

SERVICES

Consulting ★ Staffing ★ IT Services
Conference and Event Management ★ Curriculum Development
FINANCE AND ACCOUNTING
Whether employees are looking to gain a basic understanding of accounting and finance or needing advanced skills, we provide the training your organization demands.

Possible topics include
Accounting Fundamentals
Financial Analyst
Accounting Cycle
Accounts Payable and Receivable
Journals and Inventory
Financial Account Management
Professional Bookkeeping
Excel
Excel PowerBI Tools
Excel Pivot Tables and Macros
Reporting using Excel
Access
QuickBooks
Sage
PeopleSoft
Business Writing Basics
Stocks and Investments
Business Finance for Non-Finance Personnel

COMMUNICATION
Improving employees’ communication skills is vital in today’s marketplace. Perfecting professional writing skills and mastering public speaking and communication produce rewarding outcomes for your employees and organization.

Possible topics include
Keys to Effective Communication
Becoming Assertive
Effective Business Writing
Technical Writing
Technical Writing Techniques
Technical Editing
Grant Writing
Presentation Skills
Interpersonal Communication
Mastering Public Speaking

TECHNICAL WRITING
Training your employees to be technical writers and effective communicators will provide them with the skills necessary to convey technical content in a useful manner to any audience.

Possible topics include
Technical Writing Introduction
Technical Writing Techniques
Technical Editing
Technical Writing for Presentations
HUMAN RESOURCES
Professionals in Human Resources teach practical skills to employees that can be immediately and directly applied to the workplace. UTA teaches the knowledge essential for Human Resources professions.

Possible topics include
Fundamentals of Human Resources
Business Communication Basics
Human Resources Law
Compensation and Benefits
Mediation in the Employment Sector
Workers’ Compensation
Coaching and Counseling Employees
Business Writing for HR Professionals
Benefit Updates/EOO-1
Conflict Resolution
Diversity and Inclusion
Documentation
Employee Relations
Emotional Intelligence
Generational Training
Workplace Safety
Time Management
Culture
Recruiting

SHRM
Implementing a proven approach for teaching adult learners, our system helps employees understand, apply and engage with behavioral competencies and acquire new HR knowledge. Online learning modules based on the SHRM BoCK and interactive study tools are incorporated into the study process to test students’ knowledge and decision-making skills. There is no better way to successfully prepare your employees for the SHRM certification.

FOREIGN LANGUAGES
We deliver engaging and effective corporate language classes for businesses of all industries and sizes. When employees learn a new language, they become more confident in communicating publicly to diverse clients, and, in return, build a more effective team when conducting international business.

Languages UTA offers
Spanish
French
Italian
German
Chinese
Japanese
Vietnamese
Korean
Hindu
Urdu
Farsi
Arabic

We can also provide ESL (English as Second Language) training for international employees.

CERTIFIED FINANCIAL PLANNER
If your employees need to prepare for the prestigious CFP® certification, let us support their goals. Recognized as the highest standard, earning the CFP® mark will provide your organization with the recognition it requires to be set apart from the competition.

Possible topics include
General Financial Planning Principles
Risk Management, Insurance and Benefits Planning
Investment and Tax Planning
Retirement Savings and Income Planning
Estate Planning

Contact us at 817.272.2581 or 866.906.9190 for more information
LEADERSHIP, SUPERVISORY AND MANAGEMENT

Organizations need leaders who can communicate a clear vision and strategy, drive change, and sustain an innovative, high-performance culture. Our business leadership programs will help build employees’ skills, increase their confidence, and fortify their expertise as a leader in the field. Whether a new supervisor or an experienced C-level executive, we can provide your employees with a foundation of core supervisory and leadership knowledge.

Possible topics include
Real World Skills for First Time Supervisors
Basic Supervision Series
Fundamentals of Skills and Managing Resources
Fundamentals of Communicating
Dealing with Conflict
Using Positive Discipline
Dealing with Complaints
Preparing for Change
Problem Solving and Decision-Making Tools
Process Improvement
Managing Personal Growth
Performance Management Skills
Strategic Business Planning
Introduction to “Who Moved My Cheese”
Stewardship
Emotional Intelligence
Managing Change when you are not in Charge
Assessing Team Progress
Basic Data Gathering
Waste Elimination
Leading Global Businesses
Leading Change
Managing Organizational Growth or Renewal
Leadership for C-Level or Senior Management
Building a Culture of Innovation

NON-PROFIT MANAGEMENT

UTA can provide training to your employees to gain a deeper understanding of the skills and knowledge needed to solve problems, contribute ideas, and offer solutions for a non-profit organization.
DIVISION FOR ENTERPRISE DEVELOPMENT

OPERATIONS
UTA can provide the training that employees need to stay ahead of business operations. Employees will learn the tools needed to achieve operational effectiveness by leveraging skills and enabling collaboration across your organization.

Possible topics include
- Operational Effectiveness
- Understanding Business Operations
- Call Center Operations
- Working in a Global Marketplace
- Quality Auditing
- Quality Engineering
- Quality Improvement
- Lean Principles
- Risk Management
- Sustainability

PROJECT MANAGEMENT PROFESSIONAL
Increase your employees’ skills in leadership and business intelligence by providing professional development in Effective Project Management. Employees who understand these competencies support strategic objectives that contribute to the bottom line. The practical knowledge learned can be applied immediately to enhance job performance and productivity.

Possible topics include
- Project Management Fundamentals
- Project Management Agile and Scrum
- Effective Project Initiation and Planning
- Effective Project Execution and Control
- Mastering Project Management
- Project Management Professional (PMP) Prep Series
- High Speed Project Management

EVENT PLANNING AND MANAGEMENT
UTA has experienced event planners ready to train your staff using a thorough, step-by-step formula for planning and managing the professional aspects of social and corporate events.

LEAN PRINCIPLES
Lean Six Sigma is a methodology aimed at reducing waste. The goal is to identify and eliminate non-essential and non-value added steps in the business process in order to streamline production, improve quality, and establish customer loyalty. We have experienced instructors ready to prepare your employees to earn the highly sought after and rewarding certifications of Quality Management.

Possible topics include
- Fundamentals of Lean Principles
- Yellow Belt
- Green Belt
- Black Belt

FACILITY MANAGEMENT
UTA has a comprehensive training and assessment program that provides facility management professionals with the practical knowledge and skills required by today’s employers.

BUSINESS CONTINUITY AND DISASTER RECOVERY
We provide participants with the knowledge to implement a business continuity/disaster recovery program. This hands-on training is designed to take the participants from a novice level, with little or no past experience, to an advanced level of recovery planning.
Management and Leadership

MARKETING AND SALES
Understanding how to market and sell your organization’s products is key to improving your overall revenue. The personal development of your employees’ marketing techniques related to creating and exploring new sales opportunities is not only crucial but also fundamental to closing the deal. Providing training in marketing and sales for your employees will not only increase their overall sales performance but also improve their closing rates.

Possible topics include
- Client Relationship Management
- Providing Effective Feedback
- Sales Force Automation
- Sales Methodology
- Social Media Management
- Advertising and Outreach
- Digital Marketing
- Email Marketing
- Understanding Web Analytics
- Digital Analytics and Conversion
- Social and Mobile Marketing
- Sales
- Salesforce
- Effective Customer Service
- Managing a Call Center
- Marketing Fundamentals
- The Art of Negotiation
- Stress Management in Sales
- Keys to Effective Communication
- Public Speaking

TRAIN THE TRAINER
Effective training involves a range of skills, knowledge, and attitudes applied in a unique and engaging manner known as the “art of teaching.” Our program will prepare corporate trainers to present information successfully, respond to questions effectively, and lead activities that support and engage learners. Trainers will learn how to lead engaging discussions, listen intensely, maintain a positive attitude, calculate accurate observations, and help participants make the necessary learning connections.

SMALL BUSINESS
Startup and small businesses face unique challenges and require senior management and employees to have distinct knowledge and vital skills to start and run a small business. UTA provides training in a wide-range of topics to assist the small business owner.

Possible topics include
- Accounting
- Human Resources
- Grant Writing
- Technology Management
- Cybersecurity
- Marketing and Strategy
- Process Improvement
- Operational Effectiveness
- Organizational Theory
DIVISION FOR ENTERPRISE DEVELOPMENT

LOGISTICS & SUPPLY CHAIN MANAGEMENT
Understanding supply chain and logistics management from both a U.S. and global perspective is imperative for employees who interact with manufacturers and distributors, transportation carriers, and logistics service providers. UTA can provide the training necessary to compete in today's the global economy.

Possible topics include
Materials Management
Warehouse/Distribution Center Management
International Logistics and Supply Chain Management
Advanced Procurement Management
Global Supply Chain Management
Supply Chain Management and Logistics
Supply Chain Management and Operations
Supply Chain Management and Procurement
Integrated Supply Chain Management

MASTER IN CONSTRUCTION MANAGEMENT
Training employees to meet the industry's evolving advances in construction technologies, including financing and methods to underscore a sound and systematic management of construction projects, is at the core of success. UTA provides comprehensive training provided by industry professionals.

Possible topics include
Principles of Construction Management
Specifications and Documentation
Project Cost Estimation
Project Planning and Scheduling

DRONES
Drones are being used in a variety of ways by organizations. From marketing to surveying to disaster recovery, having trained employees in the use of drones is becoming increasingly necessary. We can train your employees on the FAA's Part 107 small Unmanned Aircraft Systems (sUAS) regulations and the associated Part 107 Certification test. We can provide the training that allows public safety teams to move beyond ground vehicles and expensive helicopters in order to execute aerial search and rescue missions more efficiently.

TEST PREPARATION TRAINING AND SERVICES
UTA offers complete test preparation for your employees in both academic and industry certifications.

Possible topics include
GED
GRE
GMAT
LSAT
CompTIA IT Certifications
Microsoft IT Certifications
PMI Project Management
SHRM HR Professional
Lean Six Sigma: Yellow, Green and Black Belt
IFMA Facility Management
Advancements in technology require employers to maintain a workforce that provides the most current technical knowledge necessary to quickly and efficiently complete tasks. It is essential for employers to identify employee skill gaps and provide them with the training necessary to sustain a measurable ROI (Return on Investment). To bridge any knowledge gaps, UTA offers a wide variety of technology training online, in the classroom, or at your location.

**AUTOCAD**
UTA has expert instructors skilled in teaching the facets of AutoCAD and the AutoDesk software package.

Possible topics include
- Freehand Sketching
- Drawing
- Organization
- Computer-Aided Drafting
- Line of Work
- Abstract and Mechanical Reasoning
- Spatial Relations
- Graphic Design and Layout
- AutoCAD Fundamentals
- Autodesk AutoCAD Design Suite
- Revit Architecture
- AutoCAD Raster Design
- Showcase
- Mudbox
- Inventor
- 3ds Max

**CNC PROGRAMMING**
Many manufacturers are struggling to replace CNC programmers. UTA provides a complete training program to meet the needs of organizations requiring this unique, specific skill set. Our program provides the employee with the entry-level training needed to review computer-aided design (CAD) blueprints for a program, calculate the tool paths required to produce the item from a solid block of material or casting, select the appropriate tools for the job, and plan the sequence of operations needed to complete the job, while assuring that the product adheres to precise measurement requirements.

Possible topics include
- Blueprint Reading
- Applied Machine Shop Theory
- Mill CNC Programming
- Lathe CNC Programming
DIVISION FOR ENTERPRISE DEVELOPMENT

CYBERSECURITY

Provide training to your employees to combat cyber threats, while also preparing them for in-demand IT certification exams.

Possible topics include
- Information Security
- CompTIA Security+
- CEH
- Certified Information Systems Security Professional (CISSP)
- CompTIA Advanced Security Practitioner (CASP)
- Certified Information Systems Auditor (CISA)
- SSCP Systems Security Certified Practitioner
- Certified Ethical Hacker
- Certified Information Security Manager (CISM)

CLOUD COMPUTING

As more companies adopt cloud technologies, a growing demand for IT professionals to gain cloud certifications is on the rise. UTA is here to provide your employees with the expertise and knowledge in efficiently and effectively developing, deploying, and maintaining cloud solutions.

Possible topics include
- Foundational concepts of Cloud Computing
- Cloud Application
- CompTIA Cloud+
- EXIN Cloud Computing
- Cloud Architect
- Amazon Web Services (AWS)
- AWS Solutions
- Microsoft Azure
- Azure Developer
- Google Analytics
- Understanding the Cloud

TRAIN YOUR INFORMATION TECHNOLOGY (IT) EMPLOYEES IN THE INDUSTRY STANDARD COMPTIA TECHNOLOGY CERTIFICATIONS

CompTIA is a provider of professional certifications for the information technology (IT) industry and a global association of IT industry companies with the goal of standardized qualifications for professionals in the industry. UTA provides training for your employees to pass the exam.

Exam preparation includes
- CompTIA IT Fundamentals
- CompTIA A+ (Helpdesk Support)
- CompTIA N+ (Network Support)
- CompTIA S+ (Security Analyst)
- CompTIA Cloud+ (Infrastructure)
- CompTIA Linux+ (Infrastructure)
- CompTIA Server+ (Infrastructure)
- CompTIA CySA+ (Cybersecurity)
- CompTIA PenTest+ (Cybersecurity)
- CompTIA CASP+ (Cybersecurity)

COMPUTER FORENSICS

The University of Texas at Arlington offers a highly cost-effective approach to advancing the technical skills of your employees. Businesses can no longer afford to use antiquated techniques that fail to properly identify a breach or an incident. We provide training for digital forensics, incident response and threat-hunting teams to identify and successfully uncover evidence to mitigate a possible threat. Our instructors are experts in the field, with real-life, hands-on experience.
Website and mobile design is crucial to the branding of your business. Having employees trained in the most current tools, trends, and applications is key to keeping your brand fresh and relevant.

UTA provides training in design, development and application.

ADOBE CREATIVE SUITES
UTA provides training by Adobe technologies’ instructors who specialize in teaching Adobe software packages.

Possible topics include
Adobe Acrobat
Adobe Photoshop
Adobe Lightroom
Adobe Premiere
Adobe After Effects
Adobe Illustrator
Adobe InDesign
Adobe Dreamweaver
Adobe Audition

We provide the following Adobe Business Training:
Adobe Advertising Cloud
Adobe Commerce Cloud
Adobe Analytics
Adobe Audience Manager
Adobe Experience Manager
Adobe Target
Marketo Engage
Adobe Create Cloud
Adobe Experience Cloud
Adobe Experience Platform

UI/UX DESIGN
DEVELOPMENT AND APPLICATION
Possible topics include
UI/UX
Programming Fundamentals
Web Page Design
Adobe Photoshop
JavaScript Programming
Responsive Design Using Bootstrap
HTML5 and CSS3
UI/UX Fundamentals
UI/UX Architecture
Mobile App Development
Android Programming

WORDPRESS
WordPress websites are the premiere choice for businesses and individuals. WordPress is considered the top content management system; its popularity has grown to approximately 90 million sites worldwide. Come be a part of this growing community.

Possible topics include
WordPress Content Management System
WordPress Fundamentals
WordPress Administrator
SEO Optimization
WordPress Developer
SEO for Small Businesses
WordPress Plug-Ins
Marketing and Ecommerce
DIGITAL MARKETING AND SOCIAL MEDIA

Whether increasing traffic or engaging in conversations for various marketing campaigns, businesses today must be able to use marketing tools proficiently to successfully meet client goals. UTA provides the training you need to boost sales and reinforce your brand.

Possible topics include
Building Your Brand
Brand Engagement
Digital Marketing
Strategy and Management
Digital Marketing Best Practices
Understanding Analytics
Digital Engagement
Social Media Management
Search Engine Optimization (SEO)
Digital Branding
Email Marketing
B2B Digital Marketing
Mobile Marketing
Video Marketing
Writing Digital Content

PHOTOGRAPHY FOR BUSINESS

Marketing and branding your business includes delivering the best marketing pieces in print and digital formats. UTA can provide your employees with the photography skills needed to grow your business.

Possible topics include
Introduction to Photography
Photography Light and Lighting
Adobe Photoshop
Editing for Photographers with Lightroom
Nature and Wildlife Photography
Portrait Photography
Wedding Photography
Travel Photography
Commercial Photography
Catalog Photography
Fashion Photography
Still Life Photography
Sports Photography
Event Photography
Architectural Photography
Food Photography
Product Photography
Stock Photography
Studio Light and Lighting
Photography Posing
Photoshop Retouching
Corporate Headshots
Photography for Social Media

SHORT FILM EDITING AND MUSIC PRODUCTION

Digital marketing often includes campaigns filled with video and music. UTA can provide your employees with the skills needed to better utilize editing and production tools in marketing campaigns.

Possible topics include
Script to Screen: Writing and Preproduction
Film Editing
Film Basics
Audio Engineering
Digital Music Production
Music Editing with Adobe Audition
Creating Mini-commercials
YouTube and Your Business
Editing with Adobe Premiere
Creating Animation with Adobe After Effects
Post-Production Techniques
Safety, Health and Environmental Issues

As a leading OSHA Education Center, our courses are taught by industry experts with real-world insight and extensive technical and OSHA knowledge. We will customize our training for your organization. Regardless of the delivery method, course attendees can earn continuing education units (CEUs).

Leading Measures for Improving Safety Performance

This advanced safety and health course is designed to provide participants with the skill and knowledge to identify key steps and develop implementation strategies for an organization to effectively apply leading measures for improving safety performance. Participants will gain enhanced skills for measuring and prioritizing organizational risks. The course will also address corporate success measures, reward and recognition programs, and help participants identify potential pitfalls of performance measurement systems. The use of case studies, job safety analyses, and near-miss (near-hit) reports will be used to foster practical application of a leading measure approach to improving safety performance.

Safety, Health and Environmental Risk Management (SHERM) Principles

This course provides an overview of risk management from the safety, health, and environmental program perspective. Specific topics covered include introduction to risk management using ISO STD 31000, key terminology, describing and applying the risk management process, and suggested strategies for improving environmental, safety, and health (ESH) programs using risk management principles.

Principles of Auditing

This course provides participants with the fundamental principles needed to conduct auditing activities related to regulatory compliance, contractual performance, and individual skills and knowledge. Participants will develop auditing skills, including planning, procedures, evaluation, and management. The course specifically addresses training audits, contractor performance audits, and compliance audits.

Intermediate Accident Investigation and Photography

This three-day course provides participants with instruction in accident investigation procedures and analysis techniques beyond the basic level. The goal of the course is to teach participants the skills and knowledge necessary to conduct more effective workplace incident investigations. This course also includes a full day of instruction on the proper use of digital photography and its role in conducting investigations and documenting the scene of an incident.

Risk Assessment Techniques

This course provides participants with techniques used to prepare for and conduct assessments, identify issues, as well as the disposition of identified issues. Classroom lecture and experiential exercises provide participants with the opportunity to practice the knowledge and skills presented. Assessments are used to systematically gather information, which is analyzed against approved criteria to identify potential issues related to compliance, performance, and effectiveness.
**DIVISION FOR ENTERPRISE DEVELOPMENT**

**SAFETY, HEALTH AND ENVIRONMENTAL ISSUES**

**MANAGEMENT OF CHANGE (MOC)**

The management of change (MOC) is a control associated with industries covered by the Process Safety Management standard. Change is essential to a company’s productivity and needs to be managed. All industries can benefit operationally by implementing methods to manage changes to equipment, procedures, materials, and process conditions. This course will present methods to identify, review, approve and implement changes within a management of change program through a series of exercises. After completing this course, participants will have the necessary tools to develop a management of change process.

**JOB HAZARD ANALYSIS/ JOB SAFETY ANALYSIS (JSA)**

This course provides participants with the knowledge and skills to conduct a thorough job hazard analysis (JHA). Participants will learn how to identify hazards, what comprises a job hazard analysis and how to conduct a step-by-step job hazard analysis. A job hazard analysis focuses on the relationship between the worker, the task, the tools, and the work environment to identify hazards before they occur. Participants will conduct an actual job hazard analysis to identify uncontrolled hazards and identify measures to eliminate or reduce those hazards.

**SAFETY AND HEALTH MANAGEMENT SYSTEMS**

Through lecture, intense student involvement, and demonstrations of learning, the course will provide students with the opportunity to understand how effective SHMS are developed, implemented, and maintained. The course will demonstrate the benefits of implementing a SHMS and will discuss the available consensus standards and international standards and guidelines highlighting their common elements. Participants will understand how SHMS can be implemented in a variety of industries, including manufacturing, construction, mining, healthcare, retail, trade and hospitality.

**SAFETY, HEALTH AND ENVIRONMENTAL ISSUES**

**INTRODUCTION TO ENVIRONMENTAL COMPLIANCE**

This course is designed to give environmental, health, and safety professionals the tools they need to ensure their workplace is in compliance with environmental regulations and it is able to reduce environmental risks.

**FUNDAMENTALS OF THE CLEAN AIR ACT**

The Clean Air Act (CAA) requires facilities to implement robust air emission control practices which are regulated and enforced through a complex permitting process. As part of the instruction, the instructor will give an overview of the most pertinent CAA requirements.

**RESOURCE CONSERVATION & RECOVERY ACT**

This course is designed for professionals who must understand the Resource Conservation and Recovery Act (RCRA). RCRA describes both the federal statute and regulatory law for managing, storing, and shipping hazardous waste.

* Contact our Training Specialist to discuss other Safety, Health and Environmental training solutions.

Discount pricing and streamlined purchasing procedures for contract training is now available to federal government customers through UTA’s GSA schedule 899 Environmental Services contract. Visit our website at uta.edu/ded for more information or call us at 866.906.9190.
CORPORATE TRAINING SOLUTIONS

12 DIGITAL TOOLS FOR TODAY’S BUSINESSES

14 SAFETY, HEALTH AND ENVIRONMENTAL ISSUES

PROVEN. EFFECTIVE. RELEVANT.

4 EFFECTIVE COMMUNICATION
6 MANAGEMENT AND LEADERSHIP
7 PROJECT MANAGEMENT
7 OPERATIONAL EFFECTIVENESS
8 MARKETING AND SALES
11 CYBER SECURITY