



Transform Your Workforce Today!

Business Writing
Change Management
Civility & Mindfulness
Communicating Effectively
Computer Literacy: MS Office, Google Workspace
Conflict Resolution
Critical Thinking
Customer Service Excellence
Data Decision Making
Diversity, Equity, Inclusion
Emotional Intelligence
Finance for Non-Financial Managers
Income-Outcome
Leadership Development
Managing the Unexpected
Negotiations
New Supervisor/Manager Essentials
Sales Enablement
Team Building
Working Across Generations

MSJC contracts with businesses to provide affordable, customized training programs for their existing workforce that will:

- Increase Employee Retention Rates
- Upskill and Reskill Employees
- Improve Productivity
- Fill Talent Pipelines
- Support Succession Plans

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**Top Skills in Greatest Demand
in Riverside County¹:**

- Communication
- Organizational
- Teamwork / Collaboration
- Detail-Oriented
- Problem-Solving
- Computer Literacy



\$16,500

**Replacement cost to recruit
and retrain an employee**

47.2%

**Annual total separation
rate of employees**

70%

**Percentage of respondents who
indicated that job-related training and
development opportunities influenced
their decision to stay at their job**

Helpful Resources:



<https://www.msjc.edu/contracted/>



<https://etp.ca.gov/>

*Learn more about the Funds and Grants
available to businesses through
the State of California.*

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