

# ABOUT EMPLOYMENT SKILLS CENTER

The Employment Skills Center is a non-profit agency that has provided adult education and training to the greater Carlisle area for nearly 50 years. We believe that education is the key to better job opportunities, family-sustaining wages, and more meaningful involvement in the community. We offer classes in Adult Basic Education, English as a Second Language (ESL), GED® Preparation, Nurse Aide pre-clinical training, and Work Readiness training. As the leader in adult education in Cumberland County, we continually strive to provide innovative programs that empower our students to become valuable employees and self-sufficient members of our community.



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EMPLOYMENTSKILLSCENTER.ORG

## OUR MISSION

HELPING PEOPLE ACHIEVE PERSONAL  
GROWTH AND JOB BETTERMENT  
THROUGH EDUCATION AND  
TRAINING



## WORKING WITH LOCAL EMPLOYERS, EMPLOYEES, AND THE COMMUNITY

Employment Skills Center delivers targeted training programs that prepare participants for employment in high-demand career sectors. Classes may be offered on-site at area businesses or here at our South Hanover Street facility. All of our programs are designed to serve the needs of local employers, employees, and the community. Topics covered have included English language learning, workplace reading and writing, applied mathematics, workplace readiness, customer service, computer skills, and specialized skills training for industry. Contact us to discuss your training needs!

# EMPLOYMENT SKILLS CENTER BASIC FORKLIFT PROGRAM



**Employment  
Skills  
Center**

Education • Training • Workforce Development

[WWW.EMPLOYMENTSKILLSCENTER.ORG](http://WWW.EMPLOYMENTSKILLSCENTER.ORG)

# WORKFORCE DEVELOPMENT AT EMPLOYMENT SKILLS CENTER

When creating workforce development programs, we assess the needs of area employers and the skills of the local workforce and bridge the gap with education and training. We provide opportunities for low-income residents to receive accessible, local, low-cost training for self-sustaining jobs. Programs can be tailored to meet employer needs.

## LOW-COST SHORT-TERM TRAINING

Basic Forklift training is a **short-term, low-cost** means for individuals to move beyond minimum wage jobs and into the growing logistics field with opportunities for on-the-job training and advancement. The OSHA compliant Forklift Operator Training is a 6-hour, one-day training. Combined with our 12-hour pre-training curriculum, students can improve their employability and receive a job-related certification with only 18 hours of instruction.

## THE NEED FOR FORKLIFT TRAINING

The Carlisle area is a growing logistics hub, and forklift operators are in high demand. Industrial Truck and Tractor Operators is a 2015 High Priority Occupation for the South Central Workforce Investment Area.

Employers are seeking skilled workers to fill these positions.

Many potential workers who seek these good-paying jobs lack the basic skills employers require to secure an interview and an entry-level position as a lift truck operator. They may not have the funds to pay for basic forklift training and certification. They may not have the means to travel to distant training sites. We provide opportunities for these workers to become job-ready.



## BASIC FORKLIFT COURSE CURRICULUM

### PRE-TRAINING AT EMPLOYMENT SKILLS CENTER

Employment Skills Center provides 12 hours of classroom instruction. Topics covered include:

- A Computer-based Preview of Basic Lift Truck Principles
- The Transportation, Distribution, & Logistics Career Sector
- The Supply Chain
- Warehouse Job Competencies
- Soft Skills
- Work-based Reading and Math Skills
- Resume Writing
- Internet-based Job Search Skills

All of our programs offer continuing job search support beyond the conclusion of the course.

### OSHA-COMPLIANT HANDS-ON FORKLIFT TRAINING

One-day training provided by an OSHA certified lift truck instructor provides classroom and hands-on training to include:

- Lecture and video training material
- Discussion of safety principles in workplace scenarios
- Pre-start safety inspection
- Basic Maneuvering
- Picking up a load
- Traveling with a load
- Setting down and stacking a load
- A written exam
- Hands-on operation evaluation
- Same-day certification

### OSHA-COMPLIANT LIFT TRUCK CERTIFICATION

Students who pass both the written and hands-on evaluations receive a certificate of completion and a wallet card. These certify the student has successfully completed OSHA requirements for forklift training and can be shared with employers. The student is then qualified for entry-level positions in warehouses, lumberyards, docks, etc.

