

Welcome to The Business Training Center

BTC
Business Training Center



We provide affordable employee training to businesses of all sizes. To learn more, go to:

ShastaCollege.edu/BUSINESSTRAINING



Business Training Center

Best Trainers in the North State!

Below highlights a few of our qualified trainers that we use for some of the best training courses in the region!

Business Skills Stephen Campbell



Stephen is a seasoned leadership guide with over 35 years of experience helping individuals and organizations find vision and purpose. He holds a Doctorate in Leadership and is a PCC-certified coach. His collective, participant-driven training approach emphasizes shared wisdom and practical growth.

Trainings:

1. Critical Communication for Leaders
2. EQ 101: Emotional Intelligence for Leaders
3. Art of Great Leadership & Supervision
4. Authentic Collaboration
5. StrengthsFinder
6. Healthy Communication
7. Navigating Healthy Conflict

Technology Rio Miner



Rio brings 27+ years of diverse teaching and training experience, spanning military instruction, financial crime investigation, K-8 financial literacy, and university leadership. He also leads large-scale digitization and retraining efforts, helping organizations strengthen skills and improve efficiency.

Trainings:

1. Microsoft (MS) Excel Series
2. Artificial Intelligence (AI) Series
3. MS 365 & Office Suite
4. Risk Assessment/ Risk Management
5. Technical / Business Writing
6. Digital Transformation, Software Integration, Computer Upskilling

Worksite Safety Korey Conry



Korey is a Field Safety Supervisor and trainer with over five years in the tree industry. He specializes in new-hire training and building strong safety culture. As a certified Arborist, Flagger Instructor, CPR Instructor, and OSHA Authorized Trainer, he equips teams with essential safety skills.

Trainings:

1. OSHA 10
2. OSHA 30
3. American Heart CPR, First Aid, AED
4. Certified Flagger Safety Training
5. Forklift Operator Safety Training
6. Introduction to Chainsaws



To learn about all of our amazing trainers, make sure to check out the full trainer menu online:

PROFESSIONAL DEVELOPMENT

“Professional Development” is brought to you by our Business Training Center (BTC). The BTC has a laser focus on training, upskilling, and developing the workforce of the North State. These trainings are of benefit to our local businesses as well as job seekers that are looking to add additional skills to their skillset.



BUSINESS SKILLS

Critical Communication for Leaders

In-Person: Shasta College Community Leadership Center

Facilitator: Stephen Campbell

Fee: \$95.00 per class

Every leader knows that communication is critical to their ability to lead well, but when was the last time you actually focused on growing your crucial communication skills? This seminar dives into some of the fundamentals of communication so it can not only be healthy, but truly effective in the life of the leader and their teams.

| Date | Day | Time |
|---------|-----|----------------|
| Sept 18 | Fri | 8:00am–12:00pm |
| Oct 26 | Fri | 8:00am–12:00pm |

EQ 101: Emotional Intelligence for Leaders

In-Person: Shasta College Community Leadership Center

Facilitator: Stephen Campbell

Fee: \$95.00 per class

Most leaders are familiar with IQ (intelligence) and recognize its value in leading others, but not many leaders understand EQ (Emotional Intelligence) and its critical role in being a truly impactful leader. Drawing from the work of Daniel Goleman on Emotional Intelligence, this seminar will examine the four layers of EQ and how each one can be developed in their own life and leadership, and the people they are helping to lead.

| Date | Day | Time |
|---------|-----|----------------|
| Sept 11 | Fri | 8:00am–12:00pm |
| Oct 16 | Fri | 8:00am–12:00pm |

NONPROFIT MANAGEMENT

Are You Thinking About Starting A Nonprofit Organization?

Online: Zoom Class

Facilitator: Bob Reich

Fee: \$45.00 per class

Do you want an overview of the processes, requirements, and planning for creating, incorporating, and applying for nonprofit status with the IRS and state for a nonprofit organization? This workshop will provide information to understanding what lies ahead.

| Date | Day | Time |
|---------|------|-------------|
| Sept 15 | Tues | 6:30–8:00pm |

Techniques Of Managing A Nonprofit Organization

Online: Zoom Class

Facilitator: Bob Reich

Fee: \$110.00 per class

Do you want an overview to learn, understand or review the techniques and functions of operating and managing a nonprofit organization? This 3 session class can be valuable for staff, volunteers, Board members, and those considering starting a nonprofit organization.

| Date | Day | Time |
|---------------|------|-------------|
| Sept 24–Oct 8 | Thur | 6:30–8:30pm |



Ready to unlock new skills? Scan the QR code to register!

Strengthen The Effectiveness of Your Nonprofit Board

Online: Zoom Class
 Facilitator: Bob Reich
 Fee: \$60.00 per class

How does your board function? The board is legally and functionally responsible for everything in the organization, yet many board members do not know or understand their roles and responsibilities. This class will cover the basic information to improve your board. Valuable for board members, Executive Directors and anyone considering joining a nonprofit board.

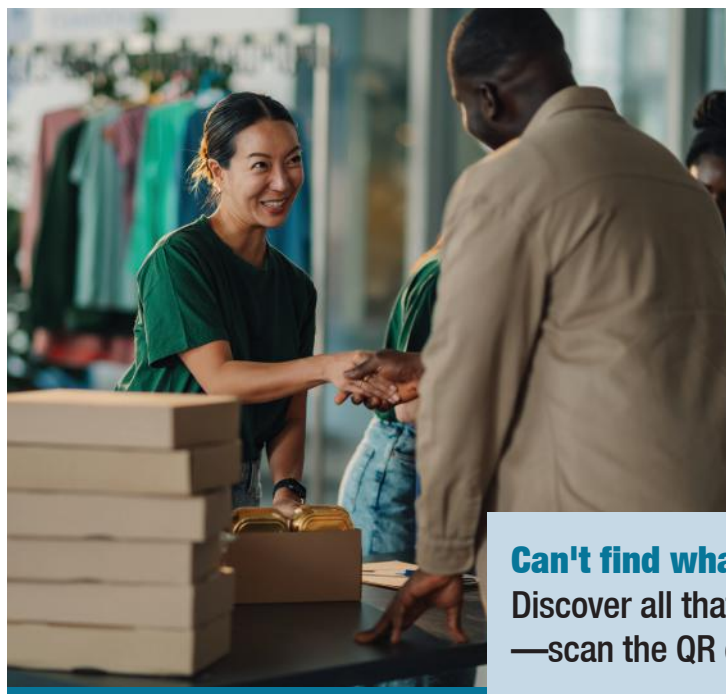
| Date | Day | Time |
|--------|------|-------------|
| Oct 20 | Tues | 6:30–8:30pm |

A Nonprofit Must Be Run In A Business-like Manner

Online: Zoom Class
 Facilitator: Bob Reich
 Fee: \$45.00 per class

A nonprofit MUST be run in a business-like manner to ensure success and survival. This workshop will discuss how nonprofits are a business, and the variations from a for-profit business.

| Date | Day | Time |
|--------|------|-------------|
| Oct 27 | Tues | 6:30–8:00pm |



Effective Nonprofit Fundraising and Grant Writing

Online: Zoom Class
 Facilitator: Bob Reich
 Fee: \$110.00 per class

Whether you are seeking organizational contributions, writing grants, selling school fundraising items, putting on an event, or other requests, is asking for and bringing in funds to support your organization a challenge? In this 3 session course you will learn basic fundraising and grant techniques for your project or organization. Valuable for anyone involved in raising funds for a nonprofit organization.

| Date | Day | Time |
|--------------|------|-------------|
| Nov 5–Nov 19 | Thur | 6:30–8:30pm |

SBDC



The local SBDC has partnered with Shasta College to bring a series of professional development courses. These courses are beneficial to anyone with a small business or those looking to start a small business. Funded in part through a cooperative agreement with the U.S. Small Business Administration, and grants with the California Office of the Small Business Advocate. All opinions, conclusions, or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA or the California Office of the Small Business Advocate. Reasonable accommodations for persons with disabilities will be made if requested at least 72 hours in advance of this event; please send an email with the subject header ACCOMMODATION REQUEST to Shasta-Cascade SBDC, Alexander@siskiyoucounty.org, (530) 222-8323

Can't find what you are looking for?

Discover all that our Business Training Center has to offer —scan the QR code and connect with our team today!



QuickBooks Series

In-Person: Shasta College Community Leadership Center

Facilitator: Rebecca Lehman

Fee: \$30.00 per class

Master QuickBooks Online with this four-part series led by facilitator Rebecca Lehman, covering everything from accounting basics and software setup to accounts receivable, accounts payable, reconciliations, and reporting.

Bookkeeping & QuickBooks Basics

| Date | Day | Time |
|--------|-----|-------------|
| Oct 21 | Wed | 6:00–8:00pm |

Creating Customized Forms

| Date | Day | Time |
|--------|-----|-------------|
| Oct 28 | Wed | 6:00–8:00pm |

Accounts Receivable

| Date | Day | Time |
|-------|-----|-------------|
| Nov 4 | Wed | 6:00–8:00pm |

Accounts Payable

| Date | Day | Time |
|--------|-----|-------------|
| Nov 11 | Wed | 6:00–8:00pm |

Starting Your Business: Planning and Pitching Your Idea

In-Person: Shasta College Community Leadership Center

Facilitator: Bryan Rheem

Fee: \$30.00 per class

Have a business idea but not sure where to start? This one-day, three-hour training guides participants through the basics of starting a business, creating a simple business plan, and developing a short pitch. This class is perfect for beginners who want clarity, structure, and confidence before taking their next steps.

| Date | Day | Time |
|-------|-----|-------------|
| Nov 4 | Wed | 5:30–8:30pm |



Introduction to Artificial Intelligence: Navigating the New Frontier

Online: Zoom Class

Facilitator: Zack Barton

Fee: \$30.00 per class

This foundational course helps small business owners go from AI-curious to AI-ready. Learn the basics of AI and Large Language Models, use AI responsibly, and develop practical skills to use AI as a digital assistant for streamlining tasks, generating ideas, and supporting business growth.

| Date | Day | Time |
|-------|------|-------------|
| Dec 3 | Thur | 5:00–7:00pm |

AI: Your New Marketing Department of One

Online: Zoom Class

Facilitator: Zack Barton

Fee: \$30.00 per class

This high-impact workshop goes beyond AI basics to help you think like a Chief Marketing Officer using the SBDC Strategic Framework and iterative prompting. Walk away with a proven 6-step system to build a 12-month marketing roadmap, grow your reach, and compete with larger brands — without agency costs.

| Date | Day | Time |
|--------|------|-------------|
| Dec 10 | Thur | 5:00–7:00pm |

TECHNOLOGY SKILLS

Microsoft (MS) Excel Series

Hybrid: Shasta College Health Sciences & Zoom

Facilitator: Rio Miner

Fee: \$50.00 per class

Build your Excel skills from the ground up! Start with fundamentals of spreadsheet navigation and core functions, then take any advanced class to improve specific skills: advanced formulas, conditional formatting, charts, graphs, and professional data visualization.

Introduction to Spreadsheets

| Date | Day | Time |
|------------------|-----|-------------|
| Aug 19 or Jan 13 | Wed | 5:30–7:30pm |

Formulas & Data Management

| Date | Day | Time |
|---------|-----|-------------|
| Sept 23 | Wed | 5:30–7:30pm |

Charts, Graphs, and Forms

| Date | Day | Time |
|--------|-----|-------------|
| Oct 14 | Wed | 5:30–7:30pm |

Pivot Tables & Data Analysis

| Date | Day | Time |
|--------|-----|-------------|
| Nov 18 | Wed | 5:30–7:30pm |

Artificial Intelligence (AI) Series

Hybrid: Shasta College Health Sciences & Zoom

Facilitator: Rio Miner

Fee: \$50.00 per class

Start with AI fundamentals like prompt engineering and risk management, then dive deeper into practical skills: retrieving smarter answers with RAG, connecting your apps, building AI projects, creating agents, and coding with AI assistance.

Get Started with AI

| Date | Day | Time |
|------------------|-----|-------------|
| Sept 2 or Jan 27 | Wed | 5:30–7:30pm |

Specialized AI Tools

| Date | Day | Time |
|--------|-----|-------------|
| Oct 21 | Wed | 5:30–7:30pm |

AI Agents & Coding

| Date | Day | Time |
|-------|-----|-------------|
| Dec 2 | Wed | 5:30–7:30pm |

WORKFORCE DEVELOPMENT SKILLS

Certified Flagger Safety

In-Person: Shasta College Main Campus & Shasta College Tehama Campus

Facilitator: Korey Conry

Fee: ~~\$150.00~~ \$75.00 per class*

This ATSSA-certified flagger training course teaches you the essential skills and knowledge needed to operate safely and effectively in work zone environments. You'll learn standard flagger practices, proper control references, and the techniques needed to confidently handle a variety of real-world traffic situations.

Main Campus

| Date | Day | Time |
|--------|-----|----------------|
| Aug 28 | Fri | 8:00am–12:00pm |

Tehama Campus

| Date | Day | Time |
|-------|-----|----------------|
| Oct 9 | Fri | 8:00am–12:00pm |

American Heart CPR, First Aid, AED

In-Person: Shasta College Main Campus & Shasta College Tehama Campus

Facilitator: Korey Conry

Fee: ~~\$150.00~~ \$75.00 per class*

This CPR, First Aid, and AED certification course equips you with essential life-saving skills to confidently respond to emergencies — from cardiac arrest to sudden injuries — before professional help arrives. Your certification is valid for two years, giving you and your community a lasting foundation of safety, resilience, and the ability to make a difference when it matters most.

Main Campus

| Date | Day | Time |
|--------|-----|----------------|
| Aug 28 | Fri | 12:30pm–4:30pm |

Tehama Campus

| Date | Day | Time |
|-------|-----|----------------|
| Oct 9 | Fri | 12:30pm–4:30pm |

**reduced pricing brought to you by SWP funding*

PROFESSIONAL DEVELOPMENT



OSHA 10

In-Person: Shasta College Main Campus

Facilitator: Korey Conry

Fee: ~~\$250.00~~ \$125.00 per class*

This OSHA 10-Hour General Industry course covers essential workplace safety standards, teaching you to identify and prevent hazards — from electrical and chemical risks to ergonomics — while understanding the rights and responsibilities of both employees and employers. Upon successful completion, you'll receive your official OSHA 10-Hour completion card, a valuable credential that boosts employability and demonstrates your commitment to safety across industries like manufacturing, healthcare, warehousing, and retail.

| Date | Day | Time |
|---------|-----------|---------------|
| Sept 25 | Fri & Sat | 8:00am–1:00pm |

IV – BW Course

In-Person: Shasta College Health Sciences

Facilitator: Nancy Skaggs & Elaine Carmena

Fee: \$425.00 per class

This interactive, engaging, informative course is offered over five days for VN graduates and LVN's who require IV/BW certification. This course is also a great option for LVN's and RN' who would like additional practice and training; with 30 continuing education credits (CEU's) offered through the BVNPT and BRN.

| Date | Day | Time |
|------------------------|----------|---------------|
| Dec 17, 18, 21, 28, 29 | Multiple | 8:00am–4:30pm |

Forklift Operator Safety Training*

*These classes are in partnership with:



In-Person: Shasta Builders Exchange & Shasta College Tehama Campus

Facilitator: Chad Scott

Fee: \$200.00 per class

Learn to operate a forklift safely and confidently in this hands-on, beginner-friendly course. Participants will cover OSHA-required safety practices, inspections, load handling, and workplace operation skills through classroom instruction and practical evaluation.

Shasta Builders Exchange

| Date | Day | Time |
|---------|-----|---------------|
| Sept 11 | Fri | 8:00am–3:00pm |
| Nov 13 | Fri | 8:00am–3:00pm |

Tehama Campus

| Date | Day | Time |
|-------|-----|----------------|
| Oct 9 | Fri | 8:00am–12:00pm |

Notary Public Certification

In-Person: Shasta College Community Leadership Center

Facilitator: Tracy Boyum

Fee: \$175.00 per class + State Exam Fee

This course provides everything you need to become a certified California Notary Public, covering essential notary laws, practices, and professional skills — while also satisfying the state's mandatory education requirement for current notaries seeking reappointment. Upon completion, California State Proctors will administer the Notary Examination on-site, putting you one step closer to launching your own business or becoming a more valuable asset to your employer.

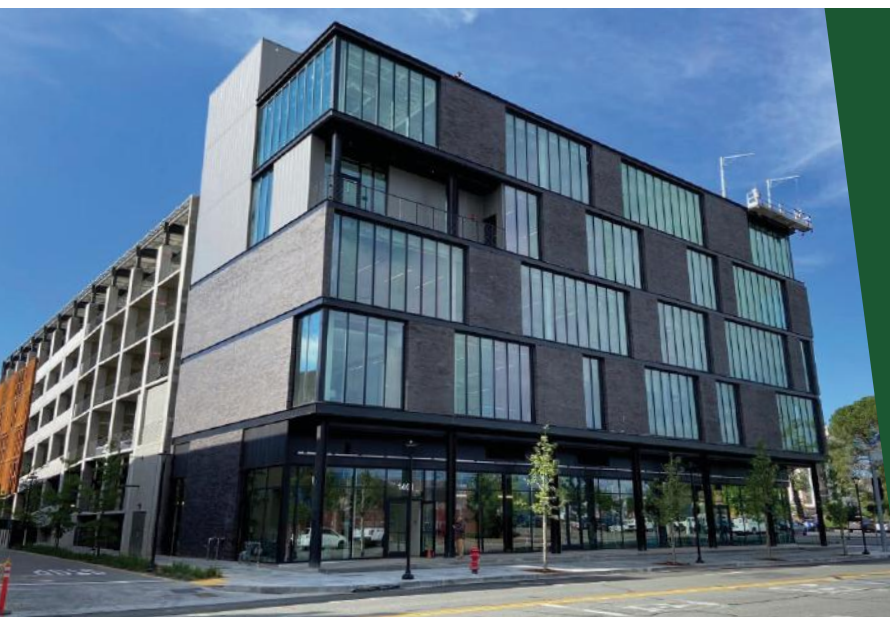
| Date | Day | Time |
|--------|-----|---------------|
| Oct 16 | Fri | 8:00am–5:30pm |



Ready to unlock new skills? Scan the QR code to register!



Have a skill you can share? A new course idea you're interested in? Let us know! Pass on what you've learned and earn some extra cash—all in a fun, interactive teaching environment! We value your feedback and are always looking for qualified, passionate instructors. Drop us a quick email at: BTC@shastacollege.edu and one of our coordinators will personally reach out to schedule a meeting!



Shasta College

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