

Contractor Name: BGI Worldwide Logistics, Inc.		Training Date:
ETP Agreement # ET19-0194	Training Site: Signal Hill or _____	Start Time: End Time: Hrs & Mins --:-- :--:-- :--:--

Circle ONLY ONE Course Topic Lunch periods are not paid by ETP

BUSINESS SKILLS: • Accounting: QuickBooks; Payroll; Excel; CargoWise One • Administrative Process Improvement • Change Management • Coaching/Leadership • Communication, • Credit and Collection Skills • Customer Relations • Planning, • Sales & Marketing/Negotiation • Time Management • Team building, • Work processes/procedures **COMMERCIAL SKILLS:** • Customs-Trade Partnership against terrorism, • Customs Brokerage • Cargo & De-consolidation, • Dangerous Goods for air and ocean • Delivery; Inbound and outbound freight forwarding • Distribution processes and procedures • Domestic Shipping—Trucking, Rail, Ocean, Air • Warehouse Equipment operations • International Commercial Terms • Inspection Techniques • Inventory Management • International Shipping— Ocean, Air • International Traffic in Arms Regulations (ITAR) • Logistic Skills • Order, Picking and Packing • Quality Control • Sales to operations turnover • Shipping and Receiving – Expediting for On-Schedule • Standard Operating Procedures • Supply Chain/Warehousing • Transportation Security Administration procedures • Warehouse procedures **COMPUTER SKILLS:** • CargoWise One • Microsoft Office Programs • Sales & Marketing (CRM) • Payroll Reports • Script Writing for Report Generation • TMS (Transportation management system 3PL) • Warehouse Management **CONTINUOUS IMPROVEMENT:** • Problem Solving Tools and Techniques • Process Improvement • Quality improvement

	Trainee Name (print or type CLEARLY)	Trainee Signature (ink only)
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Print Instructor Name (Company Name):	Instructor Signature:

ETP requires the trainer-to-trainee ratio must not exceed 1:20 in a given class course. If there are over 20 trainees in a given class it is required to have 2 trainers and they must sign both rosters. Thank you~