

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)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

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~