

## **Easy Flowcharting & Process Improvement** **8 Hrs**

This hands-on class introduces participants to simple flowcharting techniques to visualize, analyze, and improve work processes. Learn how to map out step-by-step activities, identify bottlenecks or waste, and make processes more efficient and understandable for teams. No technical background is needed—just a desire to improve how work gets done. The session focuses on practical tools and real-world manufacturing examples that can be applied right away.

### **Course Topics Include:**

- Basics of creating simple process flowcharts
- Identifying non-value-added steps and inefficiencies in workflows
- Using flowcharts to train employees and standardize processes
- Analyzing and improving processes with team input
- Connecting flowcharting to continuous improvement and Lean thinking

**ETI Instructor Alberto Levine** is originally from Mexico City. He has over 25 years of experience working and leading various small and medium-sized businesses across a multitude of industries. He holds a Six Sigma Black Belt (SSBB) certification and holds a Master of Business Administration (MBA) as well as a Master of Industrial Engineering. Over the hundreds of courses he has led, he has developed an energetic and passionate teaching style that creates effective, valuable, and fun classes.

**Employment Training Panel (ETP) Cost: \$100.00 per employee\***  
**Non-ETP COST: \$290.00**

#### **WHEN:**

**Tuesdays**  
**August 4, 2026 AND August 11, 2026**  
**5:00 pm – 9:00 pm**

#### **WHERE:**

**College of the Canyons - Room TBA**  
**26455 Rockwell Canyon Road**  
**Santa Clarita**

**For more information or to register, please contact:**  
**Jocey Hogan, ETI Program Coordinator at 661.362.5657 or [jocey.hogan@canyons.edu](mailto:jocey.hogan@canyons.edu)**

\*For employees of eligible employers. Employees are not considered registered until all paperwork is received, a \$100 administration fee, per participant, has been paid to the Santa Clarita Community College District and the Employment Training Panel has determined eligibility. State subsidy is contingent upon the trainee completing all the Employment Training panel requirements. Please contact the Employee Training Institute, 661.362.5657, for details on eligibility requirements.