

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. Art of Great Leadership & Supervision
2. Authentic Collaboration
3. StrengthsFinder
4. Emotional Intelligence (EQ) 101
5. Healthy Communication
6. Navigating Healthy Conflict

Technology Rio Miner

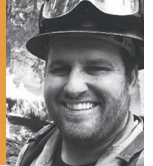


Rio brings 27+ years of diverse teaching and training experience, spanning military instruction, financial crime investigation, K-8 financial literacy, and university leadership. He also leads large-scale digitization and retraining efforts, helping organizations strengthen skills and improve efficiency.

Trainings:

1. Microsoft (MS) Excel
2. Artificial Intelligence (AI) Basics, Policy, & Procedure
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. Introduction to Chainsaws
6. Forklift Training



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

“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

Negotiating Successfully

In-Person: Shasta College Community Leadership Center
Facilitator: Karl Burch
Fee: \$75.00 per session

In this four-hour session, you'll gain practical techniques for negotiating effectively with a wide range of stakeholders.

Session 1: February 25, 2026

Session 2: March 18, 2026

Session 3: April 15, 2026

1 – Wednesday, 9:00am – 1:00pm

Leading With Purpose

In-Person: Shasta College Community Leadership Center
Facilitator: Dr. Stephen Campbell
Fee: \$195.00 per session

Build a solid leadership foundation through interactive work with fellow leaders, you'll explore six core components that support lifelong growth.

Session 1: February 06 – February 13, 2026

2 – Fridays, 8:00am – 12:30pm

Session 2: March 20, 2026

1 – Friday, 8:00am – 5:00pm (1 hour lunch break)

Ask Better Questions, Get Better Results

In-Person: Shasta College Community Leadership Center
Facilitator: Jenn Snider
Fee: \$75.00 per session

If you gather information from people, better questions matter. Learn easy ways to ask clear, purposeful questions.

Session 1: April 16, 2026

1 – Thursday, 9:00am – 11:00am

Session 2: April 22, 2026

1 – Wednesday, 5:30pm – 7:30pm

NONPROFIT MANAGEMENT

A Nonprofit IS A Business And Needs To Be Operated That Way

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

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.

March 31, 2026

1 – Tuesday, 6:30pm – 8:00pm

Are You Thinking About Starting A Nonprofit Organization?

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

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 understand what lies ahead.

February 10, 2026

1 – Tuesday, 6:30pm – 8:00pm

Effective Nonprofit Fundraising and Grant Writing

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

Whether you're seeking donations, writing grants, selling fundraising items, or hosting events, raising funds for your organization can be challenging. This course will teach you basic fundraising and grant techniques to support your project or organization.

April 22 – May 06, 2026

2 – Wednesdays, 6:30pm – 8:30pm

Strengthen The Effectiveness of Your Nonprofit Board

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

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.

March 24, 2026
1 – Tuesday, 6:30pm – 8:30pm

Techniques Of Managing A Nonprofit Organization

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

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

February 25 – March 11, 2026
3 – Wednesdays, 6:30pm – 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

Startup Series

In-Person: Shasta College Community Leadership Center
Facilitator: Bryan Rheem
Fee: \$30.00 per session

This startup series will ensure that folks inspiring to have a small business get the skills they need to be successful. Choose one of the classes, or all three! Pricing is per session.

Session 1 – March 25, 2026 – Developing Your Business Plan
1 – Wednesday, 5:00pm – 7:00pm

Session 2 – April 1, 2026 – Creating a Powerful Pitch
1 – Wednesday, 5:00pm – 7:00pm

Session 3 – April 8, 2026 – Starting your Business in Northern CA
1 – Wednesday, 5:00pm – 7:00pm

QuickBooks Series

In-Person: Shasta College Community Leadership Center
Facilitator: Rebecca Lehman
Fee: \$30.00 per session

These 2-hour classes cover everything you need to get going with QuickBooks Online. Each class covers a unique topic and allows you to register for the knowledge that you need!

Session 1 – January 21, 2026 – Bookkeeping Basics & Getting Started
1 – Wednesday, 6:00pm – 8:00pm

Session 2 – January 28, 2026 – Setting Up and Creating Customized Forms
1 – Wednesday, 6:00pm – 8:00pm

Session 3 – February 4, 2026 – Accounts Receivable
1 – Wednesday, 6:00pm – 8:00pm

Session 4 – February 11, 2026 – Accounts Payable, Reconciliations, and Reports
1 – Wednesday, 6:00pm – 8:00pm



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

Launching Cottage Food Business in Northern California

In-Person: Shasta College Community Leadership Center
Facilitator: Quintin Gaddy, Director: (SBDC)
Fee: \$30.00

This two-part course is structured to support entrepreneurs in Northern California who want to learn how to start and grow a cottage food business.

May 21 – May 28, 2026
2 – Thursdays, 5:00pm – 7:00pm

SOFT SKILLS

Presence: A Workshop on Entering, Looking, and Speaking Your Best

Hybrid: Shasta College Community Leadership Center & Zoom
Facilitator: Dr. Amy Leigh Wicks
Fee: \$250.00 per session

Whether you host a podcast and want to level up or are looking to feel more comfortable in your skin at social gatherings, this workshop will help you to get grounded and confident in who you are in person, online, and on camera.

Session 1: February 04 – March 11, 2026
Session 2: March 25 – April 29, 2026
6 – Wednesdays, 6:30pm – 8:00pm

YOU - University: Turn Your Passion into an Online School of Influence and Income

In-Person: Shasta College Health Sciences
Facilitator: Mark Putnam
Fee: \$75.00 per session

This step-by-step course teaches you to turn your passions and skills into a successful online course. Learn to design, brand, launch, and monetize using simple, effective tools.

Session 1: February 12 – February 26, 2026
Session 2: March 12 – March 26, 2026
3 – Thursdays, 5:00pm – 7:00pm

From Stuck to Unstoppable: Discover the Mindset That Moves You Forward

In-Person: Shasta College Health Sciences
Facilitator: Mark Putnam
Fee: \$75.00 per session

This transformative mindset course helps people break free from limiting beliefs, unproductive thought patterns, and build lasting emotional resilience. Learn how to activate a growth mindset, regain momentum, and move confidently toward your goals.

Session 1: February 17 – March 03, 2026
Session 2: March 17 – March 31, 2026
3 – Tuesdays, 5:00pm – 7:00pm

TECHNOLOGY SKILLS

Introduction to Microsoft Excel

In-Person: Shasta College Health Sciences Campus & Tehama Campus
Facilitator: Rio Miner
Fee: \$115.00 per session

Build a solid foundation in Excel by learning how to organize data and use essential formulas, tables, and graphs. This beginner-friendly course focuses on practical skills you can apply right away.

Session 1: March 11 – March 25, 2026
– Health Sciences
3 – Wednesdays, 5:30pm – 7:00pm
Session 2: May 14 – May 28, 2026
– Tehama Campus
3 – Thursdays, 12:30pm – 2:00pm

Quick Tips for Microsoft Excel

In-Person: Shasta College Health Sciences & Tehama Campus
Facilitator: Rio Miner
Fee: \$50.00 per session

Get a fast refresher on Excel with easy, time-saving tips for formulas, charts, and basic data analysis. This short workshop is perfect for boosting your skills in just one session.

Session 1: April 16, 2026 – Health Sciences
1 – Wednesday, 5:30pm – 7:00pm
Session 2: June 10, 2026 – Tehama Campus
1 – Wednesday, 10:00am – 11:30am

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!



How to Start Using AI - Practical Tips

In-Person: Shasta College Health Sciences

Facilitator: Rio Miner

Fee: \$50.00 per session

This course is a practical introduction to Artificial Intelligence (AI). Learn what newly available AI tools can do, what they do not do very well, how to use them, and how to keep personal information secure.

Session 1: May 28, 2026

1 – Thursday, 5:30pm – 7:00pm

Session 2: June 24, 2026

1 – Wednesday, 5:30pm – 7:00pm

WORKFORCE DEVELOPMENT SKILLS

Mass Casualty Incidents, Management, and Triage

Online: Asynchronous

Facilitator: Frank Friend III

Fee: \$60.00

Gain practical skills for managing mass casualty incidents, including triage, incident command, and hands-on scenarios.

March 22 – April 03, 2026

24/7 access during the dates presented

Incident Safety Awareness for Hired Vendors

In-Person: Shasta College Main Campus

& College of the Siskiyous

Facilitator: Greg McFadden

Fee: \$200.00 per session

Learn the essentials of fireline and incident safety for wildland fire vendors, including hazards, entrapment avoidance, risk mitigation, safe practices, fire shelter use, and incident organization.

Session 1: March 21, 2026

Session 2: May 23, 2026

Session 3: June 20, 2026

Session 4: July 18, 2026

1 – Saturday, 8:00am – 5:00pm

College of the Siskiyous

Session 1: April 11, 2026

1 – Saturday, 9:00am – 5:00pm

American Heart, CPR, First Aid, AED

In-Person: Shasta College Main Campus

Facilitator: Korey Conry

Fee: \$125.00

CPR is required at most companies as a part of employment and needs to be renewed every two years. This Certification is good for 2 years.

March 13, 2026

1 – Friday, 1:00pm – 5:00pm

Certified Flagger Training

In-Person: Shasta College Main Campus

Facilitator: Korey Conry

Fee: \$125.00

Most major contracts will require a flagging group on site while any type of road work is being performed to keep liability to a minimum. Certification is good for 4 years.

March 13, 2026

1 – Friday, 8:00am – 12:00pm

OSHA 10

In-Person: Shasta College Main Campus

Facilitator: Korey Conry

Fee: \$250.00

An OSHA 10 General Industry card is for entry-level non-construction workers, promoting workplace safety and informing them of their safety rights.

February 27 – February 28, 2026

2 – Friday & Saturday, 8:00am – 1:00pm

Notary Public Certification

In-Person: Shasta College Community

Leadership Center

Facilitator: Tracy Boyum

Fee: \$150.00 per session

This course is designed to provide students with the knowledge and professional skills necessary to become a proficient California notary public and prepare for the State's examination.

Session 1: April 10, 2026

1 – Friday, 8:30am – 3:30pm

(State exam at 4:00pm)

Session 1: July 10, 2026

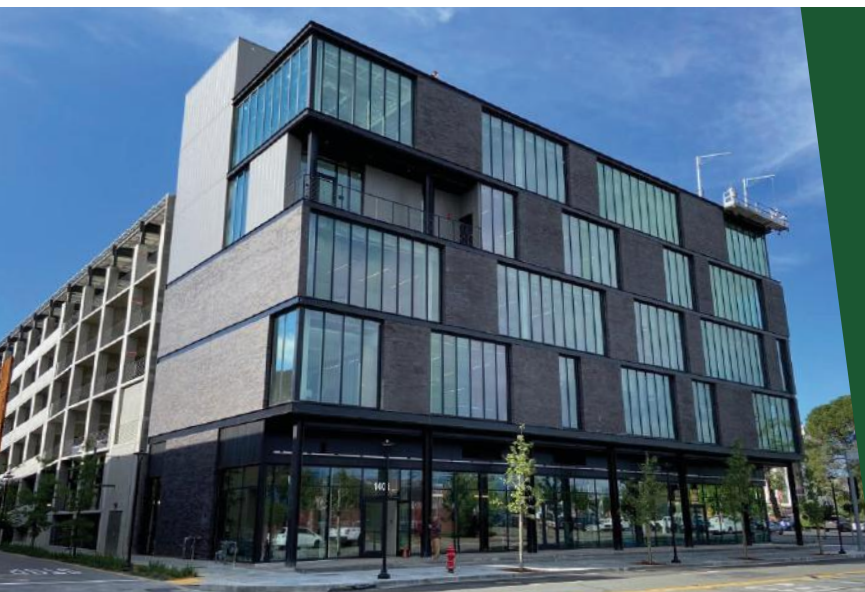
1 – Friday, 8:30am – 3:30pm

(State exam at 4:00pm)



Looking for Talented Presenters!

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: Comm-Ed@shastacollege.edu and one of our coordinators will personally reach out to schedule a meeting!



Shasta College

www.shastacollege.edu

1401 California Street

Redding, CA 96001

(530) 395-8561

BTC@shastacollege.edu

www.shastacollege.edu/businesstraining