

CETYS UNIVERSITY

TRAINING CENTERED IN RESULTS

1. Operation of equipment and systems
 - Word
 - Excel
 - Power point
 - Internet
 - Compress files
 - Management of extinguishers

2. Mindset of continuous improvement, motivation and participation
 - Customer service
 - Phone service
 - Optimization of time and resources
 - Attitude management

3. Knowledge of processes and products
 - Induction

4. Quality, productivity and competitiveness values.
 - Values

5. Team work, relations with groups
 - Team work

6. Theoretical knowledge of basic sciences, maintenance, safety and hygiene, etc.
 - Writing and spelling
 - English
 - Files

- Handling of dangerous substances
- Ergonomics
- First aid

7. Reading and interpretation of graphs, formats, plans, blueprints, etc.

8. Reasoning, posing and solving of problems

9. Disposition to assume new situations and complex, diversified scenarios