



Training Center Now Available

The Susanville Indian Rancheria Human Resource Department is pleased to announce that our new training facility is now open.

There is no cost to utilize the training center and it is open to all tribal members and employees of the Susanville Indian Rancheria/ Lassen Indian Health Clinic.

We would like to encourage you to check it out. The training center has been developed to assist with learning job placement skills, training on Microsoft Office programs such as Excel, Word, Power Point and many more. We have classes that will take you from beginning typing through more advanced learning and programs.

Here is some of the training we offer:

- Microsoft Excel, Word, Office, Power Point and Outlook
- Touch Typing
- You can take beginner classes up to more advanced classes
- Computer Skills
- Job Search Skills
- How to Plan Your Career Path

Learn Skills to get you started or advance your knowledge in:

- Business
- Human Resources
- Job Search Skills
- Career Development
- Accounting
- Customer Service
- Health & Safety Compliance

A lot of the classes we offer provide Certificates of Completion once you pass the course. The courses offer interactive guidance and hands on scenarios to assist you in learning the different programs that are frequently used in any office employment. The courses usually last between 1 to 6 hours however can be completed at your own pace.

It is easy to get started. Contact the Human Resource Department at 530-257-4921. Set up a time to come in and get started. We will walk you through the sign up process and provide you with computer access to start on your learning path. Your unique login will allow the system to save the courses you start so you can pick up right where you left off the next time you return.

The training center is open Monday through Friday between the hours of 8:00 am and 5:00 pm.