

The following information on business assistance programs will assist businesses that are considering relocating, developing or expanding in Greer, South Carolina. Complete information on each program is available by contacting the telephone number noted or by contacting the Greer Development Corporation at (864) 849-0012.

## Employee Recruitment and Training

### **SC Employment Security Commission (SCESC):**

Employment Service Offices across the state assist all employers, large or small, in filling their jobs quickly with qualified personnel. All employment services are free to the public.

Employers may list job openings online and search electronic resumes through the SC Job Bank. Employers can register by going to <http://www.ajb.org/sc/employer>. Employers may also list job openings with any Employment Service office in South Carolina. Local office staff will recruit and screen referrals for employers who place their openings with Employment Service. These job orders will also be posted on the Internet, but the employer name will not be revealed. The Employment Service office screens all electronic applications.

Industrial services are provided daily as a part of an integral local office program to employers to assist them in resolving manpower problems connected with the selection, recruitment, development, utilization, and stabilization of their work forces. Technical assistance is rendered to employers in staffing new plants and those experiencing excessive absenteeism or a high turnover rate. Services are provided upon request to the limit of available staff. For more information, you can contact Bill Pendleton 706 Pendleton Street, Greenville, SC 29602. Phone (864) 242-3531.

### **Center for Accelerated Technology Training (Negotiated):**

Formerly known as The South Carolina Special Schools Program, the Center for Accelerated Technology Training (CATT) is one of the most comprehensive and successful programs in the US. Its structure and content serves as a model for other state programs throughout the country.

CATT is designed to provide tailor made training to new and expanding industries in South Carolina. CATT's mission is to provide well-trained and highly motivated employees to companies who are creating new jobs with competitive wages and benefits. CATT's services are available at little or no cost to qualified companies, and include recruiting, screening and training.

Once a company decides to locate or expand in South Carolina, CATT will work with the company to develop a customized training program that will meet the technical requirements established by the company. Training is usually short term and is provided prior to opening day or expansion. This assures a trained workforce ready to go when the facility opens.

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CATT began in 1960 and their program has trained almost 25,000 employees for over 1,600 companies. For more information contact the Greer Development Corporation at (864) 849-0012.

## **Continuing Education:**

While CATT provides quick, short term workforce training to South Carolina industries in order to get them established, the Continuing Education Program at Greenville Technical College and Spartanburg Technical College provides the necessary on-going workforce training that is crucial to the long-term success of a business or industry. Continuing education courses are wide ranging, covering everything from upgrading professional skills and supervisory development training to training designed to meet the specific needs involved in the manufacturing process.

Business and Industry Services was developed to facilitate the training needs for business and industry. The department serves as the liaison to the business community to build long-term relationships in order to identify organizational development and training needs, and to facilitate solutions. Training Services managers coordinate internal resources to provide programs that will enhance the image and growth of their clients and the colleges.

Industrial/Manufacturing training offers a wide variety of courses designed to meet the specific needs involved in the manufacturing process. Courses range from basic operator training to the latest in quality and lean manufacturing techniques. Courses can be taken individually or as a series and are offered both on campus and in-plant. For in-plant training, all courses are designed to meet the specific needs of the client.

Both schools have state-of-the-art PLC lab and Machine Tool department that offer a number of short training courses with both day and evening classes available. Other programs and services offered include but are not limited to in-depth analysis, assessment plans, training needs analysis and job specific pre-employment classes. Employers pay for the analyses, training development and cost of applicant testing and then hire graduates of these programs on an as-needed basis.

For information on Continuing Education Training please contact the Greer Development Corporation at (864) 849-0012.

## **The Enterprise Zone/Rural:**

The Continuing Education Division of Greenville Tech and Spartanburg Tech administer the Enterprise Zone Program tax incentive training program for Greenville and Spartanburg Counties. E-Zone enables companies engaged in manufacturing, processing, warehousing or distribution to claim up to a 50% tax rebate for job-related training coordinated by the Technical College. Any job-related training that improves skill level and helps companies remain competitive is covered under E-Zone. Training must be for full-time production workers through first-line supervisors and their support people. Qualified companies can receive reimbursements for their in-house company training, training provided by the Technical colleges or third party training approved by the colleges. For information on Continuing Education Training please contact the Greer Development Corporation at (864) 849-0012.

## Business Support

### **SC Manufacturing Extension Partnership (SCMEP):**

SCMEP, The South Carolina Manufacturing Extension Partnership is part of a nationwide network established by the U.S. Department of Commerce's National Institute of Standards and Technology (NIST). The SCMEP is a not-for-profit organization that focuses on helping manufacturers throughout the state by solving business and supply chain process problems. As an affiliate of the (NIST) and partially funded by the State of South Carolina, the SCMEP offers business and technology assessments, engineering expertise and lean manufacturing solutions to South Carolina manufacturers in search of a single solution for supply chain synchronization and internal optimization processes.

The SCMEP provides business and technology support to manufacturers through onsite consultations, partnerships with state technological schools and research universities to provide educational programs, online assessment, an e-services portal, and other business tools. SCMEP's comprehensive assistance includes business management and financial solutions, workforce development and training assistance, plant layout and processes improvements, innovative technology evaluations, environmental management systems and ISO implementation. SCMEP's employees have extensive manufacturing experience in a wide variety of manufacturing industries, providing them the skills to analyze, recommend and implement improvements that strengthen the competitiveness of SC Manufacturers. Using the SCMEP's services enables manufacturers to access the types of assistance that will keep them competitive in the growing worldwide marketplace and enhances economic development in South Carolina. A field office is located at Greenville Technical College. Contact SCMEP at (864) 288-5687 or [www.scmep.org](http://www.scmep.org).

### **WCI, INC. (formerly known as Western Carolina Industries):**

It's not a simple thing for employers to stay current on the changing laws of the workplace. WCI is a 43-year-old non-profit employers' association whose goal is to help employers make well-informed decisions on employment related issues.

More than 500 organizations maintain membership in WCI and enjoy ongoing consulting and unlimited access to information resources. Membership is available to companies in Western North Carolina, East Tennessee, Southwest Virginia and Upstate South Carolina.

Each year, thousands of individuals attend WCI programs, workshops and seminars covering a wide spectrum of performance and quality-related issues. All WCI training is available to members and non-members throughout the United States.

WCI assists employers with compliance issues such as Wage and Hour, Equal Employment Opportunity, sexual harassment, OSHA, FMLA, COBRA, ADA, EPA, Affirmative Action and other important issues. For more information on what WCI has to offer, contact Bill Horton, 150 Executive Center Drive, Suite 11 (Box 15) Greenville, SC 29615. Phone: (864)288-0236.

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## **Service Corps of Retired Executives (SCORE):**

SCORE is a resource partner of the U.S. Small Business Association, national organization of 11,500 retired executives, professionals and business owners, organized in 389 chapters across the country. These volunteers give their time and expertise through no-fee, confidential, on-on-one counseling, mentoring, and workshops to help small businesses and entrepreneurs in the area of business and financial planning, market research, record keeping, taxes and licensing and management techniques. The Piedmont chapter of SCORE, which covers the upstate of South Carolina, office is located in Greenville at the Federal Bldg., Room B-02, 300 E. Washington Street, Greenville, SC 29601. Phone: (864) 271-3638.

## **Small Business Development Center (SBDC):**

The SBDC's provide small business counseling, entrepreneurial programs and a business resource center. SBDC's are located in Greenville (864) 297-1016 and Spartanburg (864) 316-9162 or on the web at [www.sba.gov/sc](http://www.sba.gov/sc).

## **S.C. Department of Commerce Existing Business Services:**

The South Carolina Department of Commerce's Existing Business Services Division is dedicated to providing project management, resource and incentive information and recycling support to South Carolina's existing manufacturing base.

The SC Department of Commerce works closely with local economic development professionals, to identify specific capital investment and job creation projects, assisting companies to full completion of those projects with incentive research, coordination of state-level public sector resources, and other support.

The hallmark of South Carolina's business assistance is the Field Agent Program. Each area has an "Agent" that has an extensive senior level manufacturing background, and experience calling on South Carolina manufacturers. These "Agents" are a good first stop for information on state incentives and resources, as well as company questions and concerns.

## **Greenville County One-Stop System:**

The facility and staff of the One-Stop Centers provide numerous resources for job seekers and employers. Individuals seeking a new job or interested in advancing their career may access a wide array of information on training programs, education and employment services.

Employers may post job openings, locate qualified job applicants and receive outplacement and recruitment assistance. To enhance productivity throughout the employment process, the One-Stop Centers are equipped with the latest technology from computers to Internet access and video-conferencing. Services are federally funded through the Workforce Investment Act of 1998 (WIA) and free of cost to the public. Services to employers in the Greenville County area include:

- Labor Market Information
- Post job openings and review resumes
- Pre-layoff and outplacement assistance
- Resource Center for use interviewing and video conferencing
- Recruitment Assistance
- Work Opportunity Tax Credit
- Veterans Placement Representative
- On-the-Job-Training
- Summer Youth Programs

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Further information is available at [www.greenvillegreerdevelopment.org](http://www.greenvillegreerdevelopment.org) and at the following locations: Greenville County Square, 301 University Ridge, Suite 750, Greenville, SC 29601 (864)467-7501; Greenville Technical College – Brashier Campus, 1830 West Georgia Rd., Simpsonville, SC 29681 (864)963-7022; Employment Security Commission, 706 Pendleton Street, Greenville, SC 29601. Phone: (864) 242-3531.

## **Upstate WIB One Stop System:**

The facility and staff of the One-Stop Centers provide numerous resources for job seekers and employers. Individuals seeking a new job or interested in advancing their career may access a wide array of information on training programs, education and employment services.

Employers may post job openings, locate qualified job applicants and receive outplacement and recruitment assistance. To enhance productivity throughout the employment process, the One-Stop Centers are equipped with the latest technology from computers to Internet access and video-conferencing. Services are federally funded through the Workforce Investment Act of 1998 (WIA) and free of cost to the public. Services to employers in the Spartanburg County area include:

- Labor Market Information
- Post job openings and review resumes
- Pre-layoff and outplacement assistance
- Resource Center for use interviewing and video conferencing
- Recruitment Assistance
- Work Opportunity Tax Credit
- Veterans Placement Representative
- On-the-Job-Training
- Summer Youth Programs

Further information is available at <http://www.upstatewib.org/>. You can also contact the Upstate WIB offices at 102 Commerce Street, PO Box 5666, Spartanburg, SC 29304 (864) 596-2028.

## **Spartanburg Development Association (SDA):**

Founded in 1959, the SDA is a non-profit employer's association that works with employers in Greenville, Spartanburg, Cherokee and Union counties. The organization provides information services such as detailed surveys, training classes, briefing on workplace regulatory issues, and sponsors numerous peer-group learning opportunities.

For more information, contact Don Woodward, (864) 585-1007 or [www.thesda.org](http://www.thesda.org).

## **Greenville Chamber of Commerce's Human Resource Group:**

Three regional human resources groups (Travelers Rest, Beechtree-Donaldson and Golden Strip) each meet quarterly for lunch to discuss best practices/issues related to the workforce (i.e. positive employee relations, benefit programs, training, safety, labor law, etc.) For more information, contact Anne Culberson, (864) 239-3722, or [aculberson@greenvillechamber.org](mailto:aculberson@greenvillechamber.org).

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## **Greenville Society of Human Resource Management (GSHRM):**

The GSHRM was founded in 1947, and since that time has played a key role in helping Human Resource professionals increase their knowledge and skills in the human Resource arena. GSHRM provides education and information services, conferences and seminars, government and media representation, and publications that equip Human Resource professionals to become leaders and decision makers within their organizations.

There are approximately 300 members representing a variety of employers in the Greenville area. GSHRM offers its membership many services, including an annual Tri-State Human Resources Conference as well as monthly meetings. For more information on GSHRM, visit [www.greenvillehr.org](http://www.greenvillehr.org).

## **Positive Management Leadership (PML) Programs:**

*Michelin North America* – Positive Management Leadership (PML) is a two-day leadership course for organizations and individuals wishing to improve their leadership skills and build a committed workforce. Michelin North America has offered PML for more than 20 years both internally and, more recently, externally. PML is geared toward providing participants with real world skills, knowledge, and experience based on an intense interactive format. Graduates will be able to immediately put into practice behaviors and principles fundamental to building and leading an effective team, committed to the organizational mission. PML is for persons in a managerial position at any level. The CEO as well as first-line leaders will find their time well spent.

Contact information: Joel Dobson, Michelin (864)422-3947 or [joel.dobson@us-michelin.com](mailto:joel.dobson@us-michelin.com).

## **The Sinclair Group:**

Sinclair's Positive Management Leadership (PML) program is a 2-day human relations development program designed to improve management/employee relationships and sensitize management to the ever-changing human skills needed for success. Through the use of an interactive/participant based workshop, PML helps you develop:

- More effective communication
- Trust and loyalty
- Increased awareness of employee's needs and concerns
- Better problem solvers
- Improved management/employee relations

Contact information: The Sinclair Group (864) 268-3550 or [mel@sinclairgroupinc.com](mailto:mel@sinclairgroupinc.com).

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## **Worker Layoff Assistance:**

Federal law requires each state to provide on-site assistance to employers and impacted workers experiencing layoff action that affects 50 or more full time workers. Those employers and company managers should immediately call the state Dislocated Worker Unit (DWU). The services are generally available upon request from companies involved in smaller layoffs. They are a good source of information regarding the WARN Act and Trade Act.

Regardless of the reason for the layoff, and at no cost, they can quickly go on-site and explain to both the management and the affected workers what re-employment services are available. They can also explain the Unemployment Insurance program and how occupational retraining may be applicable to those in need. For more information about the Rapid Response Assistance program you can visit [www.sces.org/employerws/rapidresponse/index.htm](http://www.sces.org/employerws/rapidresponse/index.htm) or contact the State Rapid Response Coordinator, SC Employment Security Commission Dislocated Worker Unit (DWU), 1550 Gadsden Street, P.O. Box 1406, Columbia, SC 29202. Phone: (803) 737-2301, Fax: (803) 737-2119.

## **Office of OSHA Voluntary Programs:**

The Office of OSHA Voluntary Programs is designed to help employers provide a safe and healthy workplace for employees. This is accomplished through the following free and confidential programs: Training and Education, Consultation, and Palmetto Star Voluntary Protection Program. Training is available to employers and employees of both the public and private sector and can take place either on-site or in one of the Regional Training programs. In addition to helping employers identify and correct specific hazards, consulting services provide guidance in establishing or improving an effective safety and health program. Finally, the Palmetto Star Voluntary Protection Program provides recognition to qualified employers who exceed the requirements of the OSHA Act of 1970 in providing their workers a safe and healthy worksite. Additional information can be obtained by contacting the Office of OSHA Voluntary Programs, 3600 Forest Drive, P.O. Box 11329, Columbia, SC 29211. Phone: (803) 734-9599.

## Trade

### **Export Assistance:**

The International Trade program of the South Carolina Department of Commerce is committed to helping the state's companies – no matter how large or small – export their goods and services. The primary role of the trade program is to identify prospective distributors and buyers for South Carolina's companies. This is accomplished largely by coordinating a variety of overseas business missions and participation in international trade fairs, at minimal cost, that are geared to both the beginning exporter and even those established exporters wishing to explore new markets.

These types of international events bring together the South Carolina seller and the overseas buyer so as to negotiate future relationships and export sales transactions. The program's team of global export market specialists provides assistance designed to guide companies from the beginning stages of market research to export sales leads. These global trade managers are readily available to provide on-site assistance and referrals to other export assistance providers. South Carolina's overseas offices in Tokyo, Munich and Hong Kong expand the program's ability to help South Carolina identify potential partners. Additional information can be found at [www.callsouthcarolina.com](http://www.callsouthcarolina.com), or by contacting the S.C. Department of Commerce, P.O. Box 927, Columbia, SC 29202. Phone: (803) 737-0400.

### **SETAAC:**

The Southeastern Trade Adjustment Assistance Center (SETAAC) serves the eight-state region of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee. Based at the Georgia Institute of Technology in Atlanta, SETAAC is a non-profit organization that is not part of any federal agency. Center staff, including specialist in marketing, business planning, finance and manufacturing, have considerable experience in helping companies improve their productivity and competitiveness. They can also draw on additional public/private resources, including expertise at the Georgia Institute of Technology. The SE Trade Adjustment Assistance Center is located at 151 6th Street, Room 145 O'Keefe, Atlanta, GA 30332. Phone: (404) 894-6787, Fax: (404) 894-0291 Website: [www.industry.gatech.edu/setaac](http://www.industry.gatech.edu/setaac).

## Recycling

### **Center for Waste Minimization:**

The Center for Waste Minimization (CWM) is a free, non-regulatory waste advisory and assessment service of the South Carolina Department of Health and Environmental Control (DHEC) for new and existing businesses. The CWM provides technical assistance for the minimization of a plant's waste streams through pollution prevention and waste minimization techniques, information and a library for proven waste reduction methods and a network of regional and national information centers of waste minimization. Center for Waste Minimization is located at the SC Department of Health & Environmental Control on 2600 Bull Street, Columbia, SC 29201. Phone: (803) 898-3971.

## **Business Recycling Assistance Program:**

The Recycling Market Development program is managed within the South Carolina Department of Commerce as part of their existing business services. Their goal is to coordinate the activities of the Recycling Market Development Advisory Council (RMDAC). This program is a joint effort of three non-regulatory state organizations that are focused on providing technical assistance to companies in four areas: waste reduction, recycling, buying recycled material, and recycling markets/market development. The SCDOC staff provides business development, marketing, and technical assistance to businesses involved in processing or making products with recyclable materials. It also provides information to industries seeking recycling options for their waste by-products. Additional information can be obtained at [www.callsouthcarolina.com](http://www.callsouthcarolina.com), or by contacting the S.C. Department of Commerce, P.O. Box 927, Columbia, SC 29202. Phone: (803) 737-0400.