

WIOA Incumbent Worker Training Program

Employer Application

SECTION 1. Business Information			
Business Name: Ritedose Corporation			
Authorized Business Representative: Anthony White		Title: Learning & Development Mgr.	
Phone: 803-704-6839	Ext. N/A	Fax: N/A	
Email: whitean@ritedose.com		Company Website Address: https://www.ritedose.com	
Street/Mailing Address: 1 Technology Circle			
City: Columbia	ZIP: 29203	County: Richland	
If there are multiple business locations, please indicate the location for which training is requested: Columbia Location			
Date of Inception: 1995		Years in Business: 30	
Total Number of Full-time Employees: 600		Total Number of Part-time Employees: 40	
Total Number of Full-time Employees at this Business Location: 600		Total Number of Part-time Employees at this Business Location: 40	
Legal Structure of Business:	☐ Sole Proprietor	☐ Partnership	☒ Corporation (Designation: LLC)
Employer's Federal ID #: 57-1023775		Unemployment Comp ID #: 353059	
South Carolina Sales Tax Reg. #: 040806565		NAICS Code: 325412	
Is your business current on all State of South Carolina tax obligations?		☒ YES	☐ NO
Has your business received IWT, RRIWT, or other state or federal funding before?		☒ YES	☐ NO
If yes, please indicate the type of funding (e.g. Incumbent Worker Training), amount, and year: IWT– 1 st half of 2026 - \$23,000			
Is your business currently receiving/applying for other public training/consulting funds?		☒ YES	☐ NO
If yes, please identify the funding source and type of training/consulting services: ReTrainSC Funds (formally E-Zone)			
Has there been a layoff at this site within the last 12 months?		☐ YES	☒ NO
If yes:	☐ Temporary Layoff Number affected: N/A	☐ Permanent Layoff Number affected: N/A	
Has the business or part of the business relocated operations within the last 120 days?		☐ YES	☒ NO
If yes:	Relocated from: N/A	Relocated to: N/A	Date of Relocation: N/A
Does your business use SC Works services?		☒ YES	☐ NO
If yes, please check all applicable services:	☒ List Job Openings ☒ Job Fairs ☐ Testing & Assessment	☐ Mass Hires ☐ Candidate Search ☐ Other:	☒ On-the-Job Training (OJT) Please note: employees cannot participate in both WIOA funded OJT and IWT simultaneously.

SECTION 1. Business Information**Please describe the business's product(s) and/or service(s):**

TRC is a pharmaceuticals manufacturer, specializing in Blow-Fill-Seal (BFS) technology. We manufacture products such as the Covid-19 vaccine, inhalants, ear drops, and eye drops. TRC primarily supplies products to a wide range of customers from small startups, to pharmaceutical companies to providing sterile products for hospitals and healthcare facilities throughout the United States.

Is the business minority owned? If yes, please check one of the boxes below:

☐ Women owned	☐ Asian/American owned
☐ African/American owned	☐ Native/American owned
☐ Hispanic/American owned	☐ Other minority owned (specify):

Amount of Funding Requested: \$4,338.00**Number of Individual Trainees: 28****Anticipated Start Date: Oct. 27th 2026****Anticipated End Date: May 4th 2026****SECTION 2. Eligibility Criteria****Please thoroughly answer all questions. Attach additional sheets if necessary.****Do business circumstances point to probable layoffs?**☐ YES☒ NO

If yes, please describe the business's circumstances.

N/A

The requested training will:

☒ Increase employee skills	☐ Save jobs within our business (How many? Click or tap here to enter text.)
☒ Address changing skill requirements	☒ Result in a credential(s)
☒ Result in wage/pay increases	☐ Help prevent business relocation or closure

Explain how the training will improve employee skills, resulting in a more competitive workforce and/or improve overall business circumstances.

- With the company's continued growth, Trainings #1 - #5 listed on this grant application will play an important role in developing our future leaders. These programs will provide employees with the knowledge, skills, and leadership foundation necessary to prepare them for increased responsibilities and future leadership opportunities within the company.
- Trainings #6 is focused on developing the technical and professional skill sets needed to support our continuing education and employee development initiatives. These trainings will strengthen employees' capabilities in their current roles while also helping us build greater depth and flexibility within the organization.

List the credentials expected to result from the IWT program.

- Training #1 is designed to help these leaders build the knowledge, skills, and foundation needed to become our next level of leaders within the company.
- Training #2-#5 are part of a five-Unit Supervisory Certificate program designed to help our new leader become as efficient as possible.
- Training #6 is a certificate program designed to provide employees with the knowledge and skills necessary to become more proficient and effective in their current roles.

Is the business committed to retaining employees?☒ YES☐ NO

SECTION 3. Training Project Information

Up to six (6) training programs may be requested on each application. Training descriptions for each program requested must be attached to the application.

TRAINING #1

Name of Training: Accountable Leadership

Training Description: – Please see supporting document (attached)

Name of Training Provider: KSA Dynamics

Provider Federal ID #: 81-3875905

Name of Training Provider Representative: Erica Morris

Address: 1150 Performance Parkway

City: Columbia

State: SC

Zip: 29203

Phone: 803-276-5010

Fax: 803-321-5126

Anticipated training dates: Nov. 10th

Projected Number of Hours of Training: 6 hours per trainee

Number of Trainees: 25

Job Title(s) and Length(s) of Employment: Please see supporting document (attached)

Certification Earned: No

BUDGET **Instructor Wages/Tuition:** \$4,500.00

***Materials/Supplies/Textbooks:** N/A

***Other Costs:** N/A

TOTAL COST: \$4,500.00

***Please itemize costs related to materials, supplies, textbooks, and other costs here:** N/A

TRAINING #2

Name of Training: Supervisor Certificate Program Unit 1

Training Description: – Please see supporting document (attached)

Name of Training Provider: Midlands Technical College

Provider Federal ID #: 57-0427788

Name of Training Provider Representative: Chris White

Address: 151 Powell Rd.

City: Columbia

State: SC

Zip: 29203

Phone: 803-730-6539

Fax: N/A

Anticipated training dates: Oct. 27th – Dec. 1st

Projected Number of Hours of Training: 15 hours per trainee

Number of Trainees: 2

Job Title(s) and Length(s) of Employment: Participants are TBD

Certification Earned: Yes, upon completion of the entire program

BUDGET **Instructor Wages/Tuition:** \$419.00/per Trainee

***Materials/Supplies/Textbooks:** N/A

***Other Costs:** N/A

TOTAL COST: \$838.00

***Please itemize costs related to materials, supplies, textbooks, and other costs here:** N/A

TRAINING #3		
Name of Training: Supervisor Certificate Program Unit 2		
Training Description: – Please see supporting document (attached)		
Name of Training Provider: Midlands Technical College	Provider Federal ID #: 57-0427788	
Name of Training Provider Representative: Chris White		
Address: 151 Powell Rd.		
City: Columbia	State: SC	Zip: 29203
Phone: 803-730-6539	Fax: 803-321-5126	
Anticipated training dates: Jan. 12 th – Feb. 9 th		
Projected Number of Hours of Training:	15 Hours per trainee	Number of Trainees: 2
Job Title(s) and Length(s) of Employment: Participants are TBD		
Certification Earned: Yes, upon completion of the entire program		
BUDGET	Instructor Wages/Tuition: \$419.00/per Trainee	*Materials/Supplies/Textbooks: N/A
	*Other Costs: N/A	TOTAL COST: \$838.00
*Please itemize costs related to materials, supplies, textbooks, and other costs here: N/A		

TRAINING #4		
Name of Training: Supervisor Certificate Program Unit 3		
Training Description: - Please see supporting document (attached)		
Name of Training Provider: Midlands Technical College	Provider Federal ID #: 57-0427788	
Name of Training Provider Representative: Chris White		
Address: 151 Powell Rd.		
City: Columbia	State: SC	Zip: 29203
Phone: 803-730-6539	Fax: N/A	
Anticipated training dates: Feb. 23 rd – Mar. 23 rd		
Projected Number of Hours of Training:	15 hours per trainee	Number of Trainees: 2
Job Title(s) and Length(s) of Employment: Participants are TBD		
Certification Earned: Yes, upon completion of the entire program		
BUDGET	Instructor Wages/Tuition: \$419.00/ Per Trainee	*Materials/Supplies/Textbooks: N/A
	*Other Costs: N/A	TOTAL COST: \$838.00
*Please itemize costs related to materials, supplies, textbooks, and other costs here: N/A		

TRAINING #5		
Name of Training: Supervisor Certificate Program Unit 4		
Training Description: – Please see supporting document (attached)		
Name of Training Provider: Midlands Technical College	Provider Federal ID #: 57-0427788	
Name of Training Provider Representative: Chris White		
Address: 151 Powell Rd.		
City: Columbia	State: SC	Zip: 29203
Phone: 803-730-6539	Fax: N/A	
Anticipated training dates: Apr. 6 th – May 4 th		
Projected Number of Hours of Training: 15	Number of Trainees: 2	
Job Title(s) and Length(s) of Employment: Participants are TBD		
Certification Earned: Yes, upon completion of the entire program		
BUDGET	Instructor Wages/Tuition: \$419.00/Per Trainee	*Materials/Supplies/Textbooks: N/A
	*Other Costs: N/A	TOTAL COST: \$838.00
*Please itemize costs related to materials, supplies, textbooks, and other costs here: N/A		

TRAINING #6		
Name of Training: Certified Quality Auditor Certification		
Training Description: – Please see supporting document (attached)		
Name of Training Provider: ASQ	Name of Training Provider: 39-0912502	
Name of Training Provider Representative: Ramu Shankar		
Address: 1150 Performance Parkway		
City: Columbia	State: SC	Zip: 29203
Phone: 800-248-1946	Phone: N/A	
Anticipated training dates: Nov. 16 th – Nov. 18 th		
Projected Number of Hours of Training: 21	Number of Trainees: 1	
Job Title(s) and Length(s) of Employment: Quality Auditor Supervisors / 4 yrs.		
Certification Earned: Yes		
BUDGET	Instructor Wages/Tuition: \$824.00	*Materials/Supplies/Textbooks: N/A
	*Other Costs: N/A	TOTAL COST: \$824.00
*Please itemize costs related to materials, supplies, textbooks, and other costs here: N/A		

SECTION 4. Training Budget

Businesses/consortia must contribute to the cost of the IWT project, with a minimum contribution of:

- 10 percent of the cost for business locations or consortia with no more than 50 employees
- 25 percent of the cost for business locations or consortia with more than 50 employees, but no more than 100 employees
- 50 percent of the costs for a business location or consortia with more than 100 employees

BUDGET	IWT FUNDING PROVIDED BY WIOA	BUSINESS SHARE/ CONTRIBUTION*
TUITION/COURSE REGISTRATION	\$4,338.00	\$4,338.00
TEXTBOOKS/MANUALS	N/A	N/A
TRAINING MATERIAL/ SUPPLIES	N/A	N/A
TOTAL COST OF TRAINING**	\$4,338.00	\$4,338.00

**Wages paid to employees while attending training may be used as the business's/training consortium's contribution to the cost of training.*

***The total of funding provided by WIOA and the business share should equal the total cost of training as reflected in the business application and training plan.*

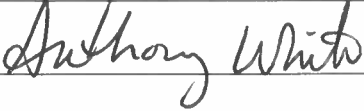
Source of Business Share/Contribution:

- ☒ Cash
- ☐ Employee wages paid during training
- ☐ In-kind

SECTION 5. Certification by Authorized Business Representative

I hereby certify that I am an authorized representative of the business named above, with the authority to commit the business to legally binding contracts and agreements. I further certify that the information given as part of and attached to this application is true and accurate. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any funds approved through this program.

This application does not constitute a contractual agreement. If any portion of the application is approved, a formal agreement between parties will be executed to obligate funds for the approved training. Training may not start prior to the effective date of the agreement.

Signature: 	Title: Learning and Development Manager
Print Name: Anthony White	Date: 09/10/26



Accountable Leadership

Course Overview

This workshop helps leaders build a culture of accountability within their teams and organizations. Participants will explore how to model accountability in their actions, set clear expectations, and establish structures that promote ownership and responsibility. They will also learn practical strategies to address performance challenges, strengthen trust, and align team efforts with organizational goals, resulting in a more engaged and high-performing workplace.

Learning Objectives

- Demonstrate accountability in leadership decisions and actions.
- Foster a culture of accountability by setting clear expectations and aligning team goals with organizational priorities.
- Diagnose accountability challenges and apply effective solutions.
- Use leadership strategies to build trust, drive ownership, and sustain performance.
- Develop accountability frameworks that reinforce responsibility and improve results

Key Topics

- **Foundations of Accountability**
 - Defining accountability vs. responsibility vs. authority.
 - The three dimensions of accountability: personal, team, organizational.
 - The LEAD framework (Leverage, Engagement, Alignment, Development).
- **Setting Expectations for Success**
 - Aligning team goals with organizational priorities.
 - Clear communication of roles, responsibilities, and performance standards.
 - Applying SMART goals to reinforce accountability.
- **Leadership and Proficiency Models**
 - Situational leadership styles and when to apply them.
 - Matching leadership approaches to employee proficiency levels.
 - Empowering teams through trust, support, and development.
- **Building Trust for Accountability**
 - The connection between trust and accountability.
 - Trust-building behaviors and feedback practices.
 - Repairing trust after accountability gaps.

- **Addressing Accountability Gaps**
 - Common indicators of accountability breakdowns.
 - Root cause analysis of structural, workplace, and capability issues.
 - The CLEAR conversation model for constructive accountability discussions.
- **Action Planning**
 - Reflecting on key takeaways and commitments.
 - Creating actionable steps to strengthen accountability within teams.
 - Personal strategies to reinforce accountability in leadership practice.

Key Takeaways

Participants will leave with a clear framework for building accountability at individual, team, and organizational levels. They will gain tools to communicate expectations effectively, empower their teams, address performance challenges, and foster trust—ensuring accountability becomes an integral part of their leadership approach

Job Title(s) and Length(s) of employment:

- Executive Leadership Team: 1 - 29 years
- Senior Director: 21 years
- Director: 3 – 28 years
- Senior Managers: 1 – 4 years
- Manager: 1 - 27 years

SUPERVISORY CERTIFICATE PROGRAM

Learn to lead.

Midlands Technical College's supervisory courses are a long-standing favorite. Thousands of supervisors have completed one of our supervisory courses in the last few years.

The five-unit series provides both the new and the long-term supervisor with the skills every company is looking for – and then some!

- > 25 supervisory related topics
- > Courses can be taken in any order or taken individually!
- > \$419/unit

Unit 1: Finding the Supervisor Within

Introduction to Supervision

- > Participants will have the opportunity to learn about the responsibilities of the supervisor's position and the skills required to be successful in that role.

Understanding Personality Types

- > Every workplace includes people with different backgrounds, personalities, perspectives, skills, and styles of interacting. The workforce of the future will be even more diverse. Finding ways to make these differences work, rather than letting them get in the way, is essential to success for any organization and the people in it.

Working in an Ethical Manner

- > Discuss, identify, analyze, and apply methods to ensure respect of ethics, values and behaviors.

Getting Things Done Under Pressure

- > Have you ever felt overwhelmed by your to-do list? Interruptions keeping you from getting things done? In this course, participants will gain knowledge in how to separate the urgent from not urgent and the important from not important, while establishing good organizational skills.

Accepting Personal Accountability

- > What would your organization be like if no one ever asked, Whose fault is it? What if we could let go of the "blame game" and view accountability as a method for achieving increased personal and team effectiveness? Accountability is much more than a paper trail. It is an ongoing chance to gain focus, accomplish more, streamline work processes and create greater team effectiveness.

CORPORATE & CONTINUING EDUCATION

PO Box 2408 | Columbia, SC 29202

Unit 2: Communicating for Impact

Understanding Your Communications Style

- > Participants learn the communication process, their preferred communication style, how to identify barriers to communication, and practice developing messages for professional and personal use.

Essential Communication Skills

- > You will examine, understand, and practice a variety of different listening styles, and also practice active listening and how to give and receive feedback effectively.

Conflict Resolution

- > Conflict is not intrinsically destructive, but it can become so if left to escalate. Leaders must use conflict to their advantage while keeping it from being destructive. Learn about resolution styles and conflict resolution tactics.

Coaching: Enhancing Performance

- > Learn methods of distinguishing coaching from counseling, how to provide positive feedback for improvement and practice using a coaching planner.

Counseling: Recovering Performance

- > When coaching doesn't work, leaders are faced with counseling an employee. In this session you learn to recognize and overcome concerns, recognize when formal consequences are necessary and practice counseling skills.

Unit 3: Developing and Retaining Talent

Starting Right: Selecting the Best Person for the Job

- > Participants learn how to conduct a legally defensible behavioral interview and identify the components of a good interview response in order to hire the best employee.

Defining Performance Expectations

- > Participants will have the opportunity to analyze the expectations they have of their employees and the effect on performance and practice setting specific, realistic, and measurable performance standards.

Evaluating Performance

- > The participant will have the opportunity to become comfortable with a process for evaluation that will contribute to positive relationships and performance outcomes.

The Engaged Workforce

- > Participants learn the principles of employee engagement in today's workplace, how basic motivation theory relates to workplace behavior, what competencies supervisors need to provide a motivating environment, and how to develop a tool kit for employee reward and recognition.

Leading Work Teams

- > Upon completion, participants will be able to define the difference between a group and a team; explore the behaviors of members of dynamic teams; identify elements of team effectiveness; and describe a process for developing a team mission statement and ground rules.

Unit 4: Managing the Process

Setting Goals and Objectives

- > Learn how to be successful at goal setting through action plans and methods of measuring progress for continuous improvement.

Planning for Results

- > Who has time to plan? This course will help participants discover the benefits of planning, as well as help them identify various types of planning tools.

Analyzing and Solving Problems

- > Learn systematic models to understand the root of a problem, how to solve a problem, and how to prevent future problems.

Making Solid Decisions

- > Workplace decision making can be both challenging and rewarding. Although supervisors have the authority to make decisions on behalf of direct reports, most will find more support for decisions (and more cooperation when it comes times to implement those decisions) if stakeholders are involved in the process.

Leading in a Changing Environment

- > Learn strategies to introduce change into the workplace, while also learning what roles and responsibilities you have in leading a change effort.

Certified Quality Auditor Certification Outline

I. Auditing Fundamentals:

- a) Types of quality audits
- b) Purpose and scope of audits
- c) Criteria to audit against
- d) Roles and responsibilities of audit participants
- e) Professional conduct and consequences for auditors

II. Audit Process:

- a) Audit preparation and planning
- b) Audit performance
- c) Audit reporting
- d) Audit follow-up and closure

III. Auditor Competencies:

- a) Auditor Characteristics
- b) On-site audit resource management
- c) Conflict resolution
- d) Communication and presentation techniques
- e) Interviewing techniques
- f) Team Dynamics

IV. Audit Program Management and Business Applications:

- a) Audit Program Management
- b) Business and financial impact

V. Quality Tools and Techniques:

- a) Basic quality and problem-solving tools
- b) Process improvement techniques
- c) Basic statistics
- d) Process variation
- e) Sampling methods
- f) Change control and configuration management
- g) Verification and validation
- h) Risk management tools