

Customized Training



Sample Offerings

- Soft Skills Training
 - ⇒ Leadership Development
 - ⇒ Team Building
 - ⇒ Conflict Resolution
 - ⇒ Effective Communication
 - ⇒ Writing & Email Etiquette
- Computer Classes (Basic, Intermediate & Advanced classes are available)
 - ⇒ Basic Computer Skills
 - ⇒ Word
 - ⇒ Excel
 - ⇒ Access
 - ⇒ Outlook
- Pre-Employment Training
 - ⇒ Computer Skills for the Workplace
 - ⇒ Safety
 - ⇒ Orientation
 - ⇒ Quality

We can customize a class or program to meet your needs!

Workforce Development will work with your organization to create and customize a training program that meets the specific needs of your organization. We can offer credit or non-credit classes and programs to be delivered on-campus, at one of our off-campus locations, or on-site at your organization. We also offer a variety of online classes and career programs in many different categories.