

Texas Workforce Commission Training Schedule

Classes marked "Private" have been reserved by specific groups for their staff only. Classes NOT marked "Private" are open for enrollment until filled.

Any of our classes can be reserved for a specific group if the number of participants meets the required minimum. For help with specific training requests, or to check the minimum participants required, please contact us by email at training.development@twc.state.tx.us or phone at (512) 463-3029.

Accessibility: Making Word Documents Accessible

November 22, 2016 (Austin)

8:30 – 4:30

December 15, 2016 (Austin)

8:30 – 4:30

Cost: \$109

Training length: 7 hours

Audience: All staff

Business Writing: Writing Effective Email

February 16, 2017 (Austin)

8:30 – 12:30

Cost: \$54

Training length: 4 hours

Audience: All staff

Case Management

November 30, 2016 (Waco/Private)

8:30 – 4:30

Cost: \$79

Training length: 7 hours

Audience: Workforce Solutions Offices case managers

Change Management: Managing Transition for Supervisors

May 17, 2017 (Austin/Private)

8:30 – 12:30

Cost: \$54

Training length: 4 hours

Audience: Managers and supervisors

Change Management: Transitional Motivation

February 7, 2017 (Austin/Private)

8:30 – 12:00

Cost: \$54

Training length: 3.5 hours

Audience: All staff

Communication Skills

January 12, 2017 (Austin/Private)

8:30 – 4:30

Cost: \$79

Training length: 7 hours

Audience: All staff

Confident Communication

February 23, 2017 (Austin)

8:30 – 12:30

Cost: \$54

Training length: 4 hours

Audience: All staff

Conflict Management Strategies

November 3, 2016 (Austin/Private) 8:30 – 4:30

November 10, 2016 (Austin/Private) 8:30 – 4:30

June 14, 2017 (Austin/Private) 8:30 – 4:30

Cost: \$79

Training length: 7 hours

Audience: All staff

Covey: Living the 7 Habits of Highly Effective People

February 1 - 2, 2017 (Austin) 8:30 – 4:30

Cost: \$336 (includes \$216 participant materials)

Training length: 15 hours

Audience: All staff

CPR, AED, and First Aid Training

November 15, 2016 (Amarillo/Private)	8:30 – 1:00
December 16, 2016 (Austin/Private)	8:30 – 1:00
February 15, 2017 (Houston/Private)	8:30 – 1:00
March 8, 2017 (Harlingen/Private)	8:30 – 1:00
March 15, 2017 (Beaumont/Private)	8:30 – 1:00
March 17, 2017 (Austin/Private)	8:30 – 1:00
April 4, 2017 (Midland/Private)	8:30 – 1:30
April 12, 2017 (Fort Worth/Private)	8:30 – 1:00
April 13, 2017 (Fort Worth/Private)	8:30 – 1:00
May 19, 2017 (Austin/Private)	8:30 – 1:00
June 7, 2017 (San Antonio/Private)	8:30 – 1:00
July 21, 2017 Austin/Private)	8:30 – 1:00

Cost: \$54

Training length: 4.5 hours

Audience: All staff

Critical Thinking: Becoming a Fair-Minded Thinker

January 25, 2017 (Austin/Private)

8:30 – 12:00

Cost: \$54

Training length: 3.5 hours

Audience: All staff

Customer Service

December 6, 2016 (Houston/Private)

8:30 – 4:30

April 19, 2017 (Austin/Private)

8:30 – 4:30

Cost: \$79

Training length: 7 hours

Audience: All staff

Dealing with Difficult People

January 24, 2017 (Corpus Christi/Private)

8:30 – 12:00

Cost: \$54

Training length: 3.5 hours

Audience: All staff

EEO: Overview and Harassment Prevention

November 8, 2016 (Lubbock/Private)

2:30 – 4:30

Cost: \$39

Training length: 2 hours

Audience: All staff

Emotional Intelligence: Making Better Connections

January 31, 2017 (Austin)

8:30 – 12:30

Cost: \$54

Training length: 4 hours

Audience: All staff

Employee Development

August 23, 2017 (Austin/Private)

8:30 – 4:30

Cost: \$79

Training length: 7 hours

Audience: Managers and supervisors

Employee Engagement: A Supervisor's Playbook

November 9, 2016 (Austin/Private) 8:30 – 4:30

January 24, 2017 (Austin/Private) 8:30 – 4:30

Cost: \$79

Training length: 7 hours

Audience: Managers and supervisors

Facilitation Skills for Meetings

February 2, 2017 (Austin/Private) 8:30 – 12:30

February 2, 2017 (Austin/Private) 8:30 – 12:30

February 9, 2017 (Austin) 12:30 – 4:30

February 28, 2017 (Austin/Private) 8:30 – 12:30

March 1, 2017 (Austin/Private) 8:30 – 12:30

March 7, 2017 (Austin/Private) 8:30 – 12:30

Cost: \$54

Training length: 4 hours

Audience: All staff

InfoMaker Basics for The Workforce Information System of Texas (TWIST) Ad Hoc Reports

January 25 - 27, 2017 (Austin)

8:30 – 4:30

(Days 1 & 2)

8:30 – 12:00

(Day 3)

Cost: \$159

Training length: 17.5 hours

Audience: TWC, Board, and Workforce Solutions Offices staff with active TWIST sign-on permissions

Insights[®] into Personal Effectiveness

November 16, 2016 (Austin)

8:30 – 4:30

Cost: \$167 (includes \$76 evaluator fee) **Training length:** 7 hours

Audience: All staff

Insights[®] II: Exploring Insights

December 13, 2016 (Austin)

8:30 – 4:30

Cost: \$79

Training length: 7 hours

Prerequisite: Completion of *Insights[®] into Personal Effectiveness*

Audience: All staff

Leadership in Management

March 9, 2017 (Austin)

8:30 – 4:30

Cost: \$79

Training length: 7 hours

Audience: Managers and supervisors

Microsoft Office 2010: Excellent Excel Spreadsheets for Beginners

November 8, 2016 (Austin)	9:00 – 4:00
November 10, 2016 (Houston/Private)	9:00 – 4:00
December 15, 2016 (Houston/Private)	9:00 – 4:00
December 16, 2016 (Houston/Private)	9:00 – 4:00
December 21, 2016 (Austin)	9:00 – 4:00
January 5, 2017 (Austin/Private)	9:00 – 4:00
January 12, 2017 (Houston/Private)	9:00 – 4:00
January 13, 2017 (Houston/Private)	9:00 – 4:00
February 9, 2017 (Houston/Private)	9:00 – 4:00
February 10, 2017 (Houston/Private)	9:00 – 4:00
February 23, 2017 (Houston/Private)	9:00 – 4:00
February 24, 2017 (Houston/Private)	9:00 – 4:00

Cost: \$109

Training length: 6 hours

Audience: All staff

Microsoft Office 2010: Introduction to Building Great PowerPoint Presentations

December 13, 2016 (Austin)

12:30 – 4:30

Cost: \$69

Training length: 4 hours

Audience: All staff

Microsoft Office 2010: Microsoft Word Basics

January 31, 2017 (Austin)

12:30 – 4:30

Cost: \$69

Training length: 4 hours

Audience: All staff

Microsoft Office 2010: SharePoint Online Fundamentals

November 3, 2016 (Austin)	8:30 - 4:30
November 16, 2016 (Austin/Private)	8:30 - 4:30
November 29, 2016 (Austin)	8:30 - 4:30
December 29, 2016 (Austin/Private)	8:30 - 4:30
January 12, 2017 (Austin/Private)	8:30 - 4:30
January 26, 2017 (Austin/Private)	8:30 - 4:30
February 7, 2017 (Austin/Private)	8:30 - 4:30
February 23, 2017 (Austin/Private)	8:30 - 4:30

Cost: None

Training length: 7 hours

Audience: All staff

Objectivity: A Matter of Maintenance

April 25, 2017 (Austin/Private)	8:30 – 12:30
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Cost: \$54

Training length: 4 hours

Audience: All staff

Performance Planning and Review (PPR) Process for Supervisors

November 17, 2016 (Austin)

8:30 – 12:30

Cost: \$54

Training length: 4 hours

Prerequisites: Review of TWC Personnel Manual

Audience: TWC, Board, Workforce Solutions Offices supervisors, sub-contractor managers, and other supervisors using the TWC PPR materials

Presentation Skills

November 3, 2016 (Austin/Private)

8:30 – 4:30

March 29, 2017 (Austin/Private)

8:30 – 4:30

April 18, 2017 (Austin/Private)

8:30 – 4:30

Cost: \$99

Training length: 7 hours

Audience: Staff who develop or deliver presentations

Problem-Solving and Decision-Making Strategies

January 17, 2017 (Austin/Private)

8:30 – 4:30

Cost: \$79

Training length: 7 hours

Audience: All staff

Project Management Basics

February 8, 2017 (Austin/Private) 8:30 – 5:00

July 13, 2017 (Austin/Private) 8:30 – 5:00

Cost: \$79

Training length: 7.5 hours

Audience: All staff

Rapid Process Improvement

November 10, 2016 (Austin) 8:15 – 4:45

January 26, 2017 (Austin/Private) 8:15 – 4:45

April 20, 2017 (Austin) 8:15 – 4:45

Cost: \$79

Training length: 7.5 hours

Audience: TWC, Board, and Workforce Solutions Offices staff

Skills Development Fund Practitioner Training

November 2, 2017 (Lancaster/Private) 8:00 – 5:00

Cost: None

Training length: 7 hours

Audience: Workforce Solutions Business Services Units, community and technical college staff, and economic development organizations

Strategic Planning

July 11, 2017 (Austin) 8:30 – 4:30

July 26, 2017 (Austin/Private) 8:30 – 12:30

Cost: \$79

Training length: 7 hours

Audience: Managers and supervisors

Strengths[®]: Enhancing Your Personal Performance

November 29, 2016 (Austin/Private) 1:00 – 4:30

January 5, 2017 (Austin/Private) 8:30 – 12:00

March 15, 2017 (Austin) 8:30 – 12:00

March 15, 2017 (Austin/Private) 8:30 – 12:00

Cost: \$69 (includes \$9.99 evaluator fee) **Training length:** 3.5 hours

Prerequisites: Completion of online assessment

Audience: All staff

Stress Management

November 10, 2016 (Lubbock/Private) 8:30 – 12:00

December 1, 2016 (Austin) 8:30 – 12:00

December 14, 2016 (Austin/Private) 8:30 – 12:00

Cost: \$54

Training length: 3.5 hours

Audience: All staff

Supervisory Skills Development

January 10 - 12, 2017 (Austin) 8:30 – 4:30
(Days 1 & 2)
8:30 – 12:00
(Day 3)

March 8 - 10, 2017 (Austin/Private) 8:30 – 4:30
(Days 1 & 2)
8:30 – 12:00
(Day 3)

Cost: \$139

Training length: 17.5 hours

Audience: Managers and supervisors

Team Building: Working Effectively in a Team Environment

November 16, 2016 (Austin/Private) 8:30 – 4:30

February 23, 2017 (Austin/Private) 8:30 – 4:30

February 22, 2017 (Austin) 8:30 – 4:30

Cost: \$79

Training length: 7 hours

Audience: All staff

Time Management: Reclaiming Your Time

November 1, 2016 (Austin/Private) 8:30 – 4:30

November 9, 2016 (Lubbock/Private) 8:30 – 4:30

March 23, 2017 (Austin/Private) 8:30 – 4:30

May 10, 2017 (Austin/Private) 8:30 – 4:30

Cost: \$79

Training length: 7 hours

Audience: All staff

TWIST Counselor Notes

November 10, 2016 (Austin) 8:30 – 12:30

December 16, 2016 (Laredo/Private) 8:30 – 12:30

Cost: \$79

Training length: 4 hours

Audience: TWC, Board staff, Workforce Solutions Offices managers and supervisors with active TWIST sign-on permissions

TWIST for New Hires

November 8 - 9, 2016 (Austin) 8:30 – 4:30

December 14 - 15, 2016 (Laredo/Private) 8:30 – 4:30

Cost: \$129

Training length: 14 hours

Audience: Board and Workforce Solutions Office staff with active TWIST sign-on permissions

Writing Standard Operating Procedures

December 1, 2016 (Austin) 1:00 – 5:00

June 27, 2017 (Austin/Private) 8:30 – 12:30

Cost: \$54

Training length: 4 hours

Audience: All staff