

# Texas Workforce Commission Training and Development Department

## Training Schedule

Our classes can be reserved for a specific group if the number of participants meets the required minimum. For reservations or assistance, please contact us by email at [training.development@twc.texas.gov](mailto:training.development@twc.texas.gov) or by phone at 512-463-3029.

**Note:** For virtual trainings, information on how to join the trainings will be emailed to all participants prior to the training.

Date and Time	Course Details
<p><b>December 19, 2023</b> 10:00 – 3:00</p>	<p><b>Employee Retention (MDPRTN)</b> Training Length: 4 hours Audience: Managers, supervisors, and team leads Location: ZOOM – Virtual Training Cost: \$49</p>
<p><b>December 20, 2023</b> 8:30 – 4:00 <b>January 18, 2024</b> 8:30 – 4:00</p>	<p><b>CPR, AED, and First Aid Training (MDCPR2)</b> Training Length: 5.5 hours Audience: All staff Location: Austin Cost: \$120</p>
<p><b>December 21, 2023</b> 10:00 – 3:00 <b>January 25, 2024</b> 10:00 – 3:00</p>	<p><b>Workforce 101: an Introduction to Texas Workforce Solutions (PWF101)</b> Training Length: 4 hours Audience: TWC, Board, and Workforce Solutions Office staff Location: TEAMS – Virtual Training Cost: \$87</p>

<b>Date and Time</b>	<b>Course Details</b>
<p><b>January 10, 2024</b> 10:00 – 3:00</p>	<p><b>Resilience: Learning To Thrive in Difficult Times (MDPRES)</b> Training Length: 4 hours Audience: All Staff Location: Zoom – Virtual Training Cost: \$49</p>
<p><b>January 11, 2024</b> 10:00 – 3:00</p>	<p><b>Grammar Streamlined for Business Writing (PGSBW)</b> Training Length: 4 hours Audience: All staff Location: Zoom – Virtual Training Cost: \$49</p>
<p><b>January 17-18, 2024</b> 10:00 – 2:30 (Day 1-2)</p>	<p><b>Reclaiming Your Time (MDPRYT)</b> Training Length: 7 hours Audience: All staff Location: Zoom – Virtual Training Cost: \$70</p>
<p><b>January 24, 2024</b> 10:00 – 2:30</p>	<p><b>Stress Management (MDPSTR)</b> Training Length: 3.5 hours Audience: All staff Location: TEAMS – Virtual Training Cost: \$49</p>
<p><b>January 30, 2024</b> 10:00 – 3:00</p>	<p><b>Microsoft: PowerPoint Basics (PPT16)</b> Training Length: 4 hours Audience: All staff Location: TEAMS – Virtual Training Cost: \$87</p>

<b>Date and Time</b>	<b>Course Details</b>
<b>January 31, 2024</b> 10:00 – 3:00	<b>The Secret to Being an Engaged Employee (MDPENG)</b> Training Length: 4 hours Audience: All staff Location: Zoom — Virtual Training Cost: \$49