

# Advance *your* business objectives with training from our Corporate College

**STRENGTHEN YOUR SKILLS AND  
DEVELOP YOUR WORKFORCE.**



# A+

**LEADERSHIP** - Below are a few of the courses offered at Alamo Colleges.

Business Writing | Critical Thinking | Effective Meeting Guidelines | Making Effective Group Decisions | Creating a Respectful Workplace  
Leadership Skills for First Time Supervisors | Occupational Spanish | Building Winners | Reviewing Performance Progress  
Conducting Effective Performance Reviews | Conflict Resolution: Getting Along in the Workplace | Business Ethics | New Leaders  
Managing Customer Service | Employee Dispute Resolution: Mediation through Peer Review | Facilitating Change | Project Management  
Teamwork: Building Better Teams | Motivating your Workforce | Prospecting for Leads Like a Pro | Retaining Talent  
Selling Smarter | Building Relationships for Success in Sales | Setting Performance Expectations | Translating Strategy into Results



ALAMO  
COLLEGES

800 Quintana Road, Bldg. 8  
San Antonio, Texas 78211

For more information contact the  
Alamo Colleges Corporate College  
**210-485-0880**