NO COST
SKILLS FOR SMALL BUSINESS
GRANT TRAINING CATALOG

TRAINING OPPORTUNITIES FOR
SMALL BUSINESSES
with under 100 full-time employees

Strengthening skills to
develop your workforce!
Nine years ago the Alamo Colleges’ Corporate College introduced the Texas Workforce Commission (TWC) Skills for Small Business (SSB) Program Consortium Training Courses.

The TWC SSB Program has increased tuition fees and continues to target businesses with fewer than 100 employees. The increase in funding provides training for full-time employees up to $1,800 for tuition and fees, per new hire. Also up to $900 for tuition and fees per incumbent employee. Below is what you need to qualify for the small business program.

To participate in the SSB program, a business must:

• Be a private business
• Employ at least one and not more than 99 individuals companywide (including part-time, but not 1099 employees). NOTE: Only full-time employees are eligible for SSB program training.
• Be financially stable
• Be liable to pay TWC Unemployment Insurance contributions to be in compliance with the reporting and payment requirements
• Be in compliance with the Texas Business and Commerce Code
• Pay employees prevailing wages in the state of Texas
• Be current on unemployment insurance

If you meet these qualifications, you are eligible to apply for the grant.
### SECTION 1: ONLINE COURSES

<table>
<thead>
<tr>
<th>Office</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership</td>
<td>1 – 2</td>
</tr>
<tr>
<td>Construction</td>
<td>3</td>
</tr>
</tbody>
</table>

### SECTION 2: PENDING FACE-TO-FACE COURSES (Classroom/On-Site)

<table>
<thead>
<tr>
<th>Office</th>
<th>4 – 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>6</td>
</tr>
</tbody>
</table>
Generations in the Workplace – 2 Days/8 Hours (Min. 4/Max. 24 students)

Understand the various generations present at work, and what motivates them and how to work with each generation on a daily basis. Both the younger and older worker will have many ideas to offer, which will only help the organization thrive in the marketplace. Learning how to manage and leverage the gaps in these generations will help participants become better co-workers and/or managers.

Coaching & Mentoring – 2 Days/8 Hours (Min. 4/Max. 24 students)

Coaching and Mentoring focuses on how to better coach your employees to higher performance. Coaching is a process of relationship building and setting goals. How well you coach is related directly to how well you are able to foster a great working relationship with your employees through understanding them and strategic goal setting.

Communication Strategies - 2 Days/8 Hours (Min. 4/Max. 24 students)

The Communication Strategies workshop will help participants understand the different methods of communication and how to make the most of each of them. These strategies will provide a great benefit for any organization and its employees. They will trickle down throughout the organization and positively impact everyone involved.

Customer Service Workshop – 2 Days/8 Hours (Min. 4/Max. 24 students)

The Customer Service workshop will look at all types of customers and how we can serve them better and improve ourselves in the process. Your participants will be provided a strong skillset including in-person and over the phone techniques, dealing with difficult customers, and generating return business.

Employee Motivation – 2 Days/8 Hours (Min. 4/Max. 24 students)

The Employee Motivation workshop will give participants several types of tools to become a great motivator, including goal setting and influencing skills. Participants will also learn about five of the most popular motivational models, and how to bring them together to create a custom program.

Beginning Business Writing – 2 Days/8 Hours (Min. 4/Max. 24 students)

Writing is a key method of communication for most people, and it’s one that is a struggle for many people. This workshop will give participants a refresher on basic writing concepts such as spelling, grammar, and punctuation. It will also provide an overview of the most common business documents such as proposals, reports, and agendas.

Communication Strategies - 2 Days/8 Hours (Min. 4/Max. 24 students)

The Communication Strategies workshop will help participants understand the different methods of communication and how to make the most of each of them. These strategies will provide a great benefit for any organization and its employees. They will trickle down throughout the organization and positively impact everyone involved.

Creative Problem Solving – 2 Days/8 Hours (Min. 4/Max. 24 students)

The Creative Problem Solving workshop will give participants an overview of the entire creative problem solving process, as well as key problem solving tools that they can use every day. Skills such as brainstorming, information gathering, analyzing data, and identifying resources will be covered throughout the workshop.

Conflict Resolution – 2 Days/8 Hours (Min. 4/Max. 24 students)

Participants will learn crucial conflict management skills, including dealing with anger and using the Agreement Frame. Dealing with conflict is important for every organization no matter what the size. If it is left unchecked or not resolved it can lead to lost production, absences, attrition, and even lawsuits.

Crucial Conversations – 2 Days/8 Hours (Min. 4/Max. 24 students)

This course teaches the skills in creating alignment and agreement by fostering open dialogues around high-stakes, emotional, or risky topics in both personal and professional conversations. By learning how to speak and be heard, while encouraging others to do the same, the participant will be able to surface the best ideas, make the highest-quality decisions, and then act on his/her decisions with unity and commitment.

Generations in the Workplace – 2 Days/8 Hours (Min. 4/Max. 24 students)

Understand the various generations present at work, and what motivates them and how to work with each generation on a daily basis. Both the younger and older worker will have many ideas to offer, which will only help the organization thrive in the marketplace. Learning how to manage and leverage the gaps in these generations will help participants become better co-workers and/or managers.
**Management Fundamentals** – 4 Days/16 Hours  
(Min. 4/Max. 22 students)

The ABC’s of Supervising Others. This four-day workshop is designed to help new and/or potential leaders in overcoming many of the challenges they will encounter during their first weeks as the new boss. These challenges need not be overwhelming if you have the right tools and methodology to help adjust to your new role in the organization.

**Personal Development** – 4 Days/16 Hours  
(Min. 4/Max. 22 students)

Participants will gain a deeper understanding of themselves and their relationship with others. The heart of an organization is its culture composed of the hearts of the employees and primarily influenced by the hearts of the leaders. This course is aimed at the strengths, the heart of the individual, growing emotional intelligence, battling narcissism in order to create personal excellence and more.

**Supervising Others** – 2 Days/8 Hours  
(Min. 4/Max. 22 students)

The Supervising Others workshop will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.

**Teamwork & Team Building** – 2 Days/8 Hours  
(Min. 4/Max. 24 students)

The Teamwork and Team Building workshop will encourage participants to explore the different aspects of a team, as well as ways that they can become a top-notch team performer. Your participants will be given the details and concepts of what makes up a team, and what factors into being a successful team and team member.

**The Supervisor’s Survival Guide** – 2 Days/8 Hours  
(Min. 4/Max. 20 students)

The Supervisor’s Survival Guide focuses on managing employees without creating legal risk for the organization. Participants will get a crash course on the core legal obligations of a supervisor while learning to protect themselves and the organization.

**Time Management** – 2 Days/8 Hours  
(Min. 4/Max. 20 students)

The Time Management course will cover strategies to help participants learn these crucial strategies. Your participants will be given a skill set that include personal motivation, delegation skills, organization tools, and crisis management. We’ll cover all this and more during this course.

**Workplace Diversity** – 2 Days/8 Hours  
(Min. 4/Max. 24 students)

Diversity training is extremely important in today’s multi-culturally rich workplaces. Workplace Diversity Training enables trainers to enhance communication and understanding, as well as educating employees and supervisors to support the wealth of talent, ideas, and skills within our workplaces. This course can help participants learn how to bring together various needs, backgrounds, and strengths in a respectful way.

**Workplace Harassment** – 2 Days/8 Hours  
(Min. 4/Max. 24 students)

The Workplace Harassment workshop will help give participants the tools necessary to recognize harassment in the workplace as well understand their rights and responsibilities under the law, with regard to safety in the workplace. Through this workshop participants will recognize that it is necessary for everyone to help create programs that teach employees to identify harassment and exercise anti-harassment policies.
**Accident & Injury Investigation** – 2 Days/8 Hours  
(Min. 4/Max. 24 students)

Introduction to specific training techniques involving the safe handling of blood and air borne pathogens as well as general safety and security on the premises. Addresses the right to know and SDS. Outlines Occupational Safety and Health Administration (OSHA) regulations, inspections, penalties, and compliance.

**Change Management** – 2 Days/8 Hours  
(Min. 4/Max. 24 students)

The Change Management class will give any leader tools to implement changes more smoothly and to have those changes better accepted. This workshop will also give all participants an understanding of how change is implemented and some tools for managing their reactions to change.

**Communication Management & Strategies** – 2 Days/8 Hours  
(Min. 4/Max. 20 students)

This workshop starts with a refresher on the importance of communication, and adds the techniques and tools that are necessary to build an effective and efficient communication plan for changes, strategies, and projects.

**Cost Estimating** – 3 Days/12 Hours  
(Min. 6/Max. 20 students)

Emphasizes the importance of accurate estimating and summarizes the estimating process and the steps in developing an estimate. By the completion of the training participants will be able to: Define the purpose of a cost control methodology. Explain how to perform simple cost analysis; review the project manager’s role in controlling cost and tracking rework cost.

**Introduction to Lean** – 2 Days/8 Hours  
(Min. 4/Max. 20 students)

Lean Process and Six Sigma. An introduction to a data-driven approach for eliminating defects and waste in any business process. Participants will be provided an overview of the Six Sigma methodology and some of the tools required to deploy Six Sigma in their organizations.

**Occupational Math** – 4 Days/16 Hours  
(Min. 6/Max. 20 students)

Demonstrate a mastery of the four basic arithmetic operations; addition, subtraction, multiplication, and division when working with: whole numbers, common fractions, decimal fractions. Distinguish between direct measure and computed measure. Compute area, perimeter, and volume of different geometric examples. Define/solve ratio and proportion. Perform right triangle calculations. Use shop formulas for problem solving.

**Print Reading for Construction** – 8 Days/24 Hours  
(Min. 10/Max. 20 students)

Introduction to blueprint reading for residential and light commercial construction. By the completion of the training participants will be able to: Scale prints with architectural and engineering scales; Identify construction blueprint symbols and abbreviations; Interpret a set of construction contract documents; Correlate elevations, sections, details, plan views, schedules, and general notes.

**Project Management** – 2 Days/8 Hours  
(Min. 4/Max. 20 students)

This workshop will provide information about different types of project management. The participant will learn how to choose the best methodology and tools to meet the needs of their project. By the completion of the training participants will be able to: Introduction to project management tools and methodologies; Identification of the best tools and method based on the type of project and the constraints. Learn about the importance of resource and funds management, while meeting the requirements of the project.

**Risk Assessment/Management** – 2 Days/8 Hours  
(Min. 4/Max. 20 students)

An introduction to identification of risk, prioritizing, and picking from the multiple approaches to address the risks. Participants will be provided with risk management tools and methodology to manage a variety of projects. By the completion of the training participants will be able to: Introduction to risk identification tools. Learn how to score risks and prioritize the risks based on criticality and constraints. Identify different types of risk mitigation strategies. Build Key Risk Indicator Metrics.

**Scheduling (For Construction)** – 2 Days/8 Hours  
(Min. 6/Max. 20 students)

Provides instruction in the basics of scheduling from simple to-do lists through bar charts, network diagrams, and methods of managing resources. Other areas covered are: discussing the importance of formal schedules, job planning, establishing priorities and exploring alternative scheduling methods.
Due to Covid-19 restrictions, face-2-face trainings are subject to change. Only exception is OSHA 10 & OSHA 30 must be face-2-face (In-Person).
Due to Covid-19 restrictions, face-2-face trainings are subject to change. Only exception is OSHA 10 & OSHA 30 must be face-2-face (In-Person).

**Accounting Overview** – 3 Days/24 Hours
(Min. 8/Max. 15 students)

Students will become familiar with basic accounting concepts and their application to real world applications in the workplace. Overviews of the following topics will be provided: accounting equation and recording journal entries, financial statements, statement of cash flow, inventory costing and analysis, bank reconciliation, depreciation schedule, payroll register, financial statement analysis, budgeting and cost analysis, and bond amortization.

**Basic Computer Skills** – 1 Days/8 Hours
(Min. 4/Max. 24 students)

Understanding Browser Basics. Computer systems and their uses in today's business communities. By the completion of the training participants will be able to: Describe components of a typical computer system; how computers are used in today's business environment; and survey a software productivity suite (word processing, spreadsheets and database).

**Basic Keyboarding** – 2 Days/24 Hours
(Min. 4/Max. 17 students)

Skill development in keyboarding. By the completion of the training participants will be able to: Describe components of a typical computer system; how computers are used in today's business environment; and survey a software productivity suite (word processing, spreadsheets and database).

**Microsoft Excel Level 1** – 1 Day/8 Hours
(Min. 4/Max. 17 students)

Microsoft Excel 2019 & 365: Level 1 covers key introductory Excel skills. Among others, topics in Level 1 include entering, editing, and formatting entries; selecting cells and ranges; creating and modifying basic formulas; inserting charts and tables; creating a template; and sorting and filtering data.

**Microsoft Excel Level 2** – 1 Day/8 Hours
(Min. 4/Max. 17 students)

Microsoft Excel 2019 & 365: Level 2 covers key intermediate Excel skills. Among others, topics in Level 2 include themes, cell styles, and number formats, as well as functions for dates, numbers, and text.

**Microsoft Excel Level 3** – 1 Day/8 Hours
(Min. 4/Max. 17 students)

Microsoft Excel 2019 & 365: Level 3 covers key advanced Excel skills. Among others, topics in Level 3 include tables, financial functions, what-if analyses, PivotTables and Pivot Charts, workbook protection, collaboration.

**Microsoft Word 2016 Level 1** – 1 Days/8 Hours
(Min. 4/Max. 17 students)

Microsoft Word 2016: Level 1 covers key introductory Word skills. Among others, topics in Level 1 include creating and saving documents, printing documents, creating tables, inserting shapes and pictures, applying styles, inserting comments, using track changes, executing a mail merge, and generating envelopes and labels.

**Microsoft Word 2016 Level 2** – 1 Days/8 Hours
(Min. 4/Max. 17 students)

Microsoft Word 2016: Level 2 covers key intermediate Word skills. Among others, topics in Level 2 include formatting with styles and creating a table of contents and an index. By the completion of the training participants will be able to: Use mail merge; create a newsletter; work and organize long documents.
Microsoft Word 2016 Level 3 – 1 Days/8 Hours  
(Min. 4/Max. 17 students)

Microsoft Word 2016: Level 3 covers key advanced Word skills. Among others, topics in Level 3 include securing documents, creating and running macros, and converting documents to web pages. By the completion of the training participants will be able to: Collaborate in Word shared and secured content; personalize Word by integrating Word with Excel, PowerPoint, and the Web.

Microsoft PowerPoint Level 1 – 1 Day/8 Hours  
(Min. 4/Max. 17 students)

Introduction to computerized presentation graphics that leads the participant through planning, design, and production of business graphics and charts. Presentation files are produced utilizing multimedia software.

Outlook 2010 - 1 Day/8 Hours  
(Min. 4/Max. 17 students)

This course is designed for trainees to learn the basics of Microsoft Outlook. Trainees will cover the ribbon interface, navigation in Outlook, setting up email options, calendar, sharing, and attachments.

QuickBooks Workshop Sessions – 3 Days/12 Hours  
*Must take all 3 sessions to achieve a certificate of completion*  
(Min. 6/Max. 15 students)

**Session 1 (4 Hours)** - Managing QuickBooks files backups, updates, and tasks, navigating windows and options, planning and creating a company, working with chart of accounts, preferences, subaccounts, classes, opening balances, permissions, the report center, the customer center, and the vendor center.

**Session 2 (4 Hours)** - Banking with QuickBooks, reconciling credit card accounts, inventory management, balance sheet accounts, budgeting, dealing with liabilities, fixed assets, retained earnings, and sales tax payable, payroll setup, management, 1099s, payroll reporting, passing billable time to clients.

**Session 3 (4 Hours)** - Using time tracking, mileage and estimates, customization, integration, accounting cycle, using classes, customizing QuickBooks and integrating with Microsoft Word and Microsoft Excel. Level 3 will also teach class management, cash flow production, making journal entries, adjusting entries, preparing financial statements, concluding the accounting cycle, closing books, reporting, and audit trails.

Due to Covid-19 restrictions, face-2-face trainings are subject to change. Only exception is OSHA 10 & OSHA 30 must be face-2-face (In-Person).
Due to Covid-19 restrictions, face-2-face trainings are subject to change. Only exception is OSHA 10 & OSHA 30 must be face-2-face (In-Person).

**CPR/First Aid Bloodborne Pathogens - 1 Day/8 Hours**  
(Min. 6/Max. 12 students)

This course is designed for those critical skills needed to respond to and manage an emergency until emergency medical services arrives. CPR skills covered in this course include first aid; choking relief in adults, children, and infants; and what to do for sudden cardiac arrest in adults, children, and infants. The Bloodborne Pathogens course is designed for individuals who are at risk for on the job exposure to blood and other bodily fluids in the workplace. Those who complete the training receive a Bloodborne Pathogens Training certification valid for one year.

**Crane Operations – 1 Day/8 Hours**  
*Offered only at client’s facility using client’s crane*  
(Min. 4/Max. 8 students)

Learn basic information about Crane Safety. The course will cover general safety procedures and why being mentally and physically prepared to operate a Crane is an important element in Crane Safety operations.

**Fall Protection – 1 Day/8 Hours**  
(Min. 4/Max. 10 students)

Identify the appropriate fall protection and lifesaving equipment and describe their proper use. By the completion of the training participants will be able to: Describe the procedures for using fall protection equipment; anchor points; full-body harnesses and identify the steps for donning a harness; lanyards, lifelines, and deceleration devices Identify barriers, guardrails, safety nets, and climbing devices used to prevent falls.

**Forklift Operations – 1 Day/8 Hours**  
*Offered only at client’s facility using client’s forklift*  
(Min. 4/Max. 8 students)

Obtain skills on how to operate powered industrial trucks; to load and unload materials and deliveries and move them to and from storage areas, machines and loading docks, into railroad cars or trucks or storage facilities.

**OSHA 10 General Industry Safety - 2 Days/12 Hours**  
FACE-2-FACE  
(Min. 5/Max. 8 students)

Prepare to meet the OSHA 10 Hour Training Requirements for 29 CFR 1910 General Industry Safety, and cover topics related to General Industry Safety. Upon completion students who attend all class hours will earn their 10 Hour OSHA Safety and Health card.

**OSHA 30 General Industry Safety - 5 Days/34 Hours**  
FACE-2-FACE  
(Min. 6/Max. 8 students)

This class will cover the basics of a company safety and health program and the minimum requirements under Federal OSHA and State OSHA. Students will also receive their 30 hour OSHA General Industry Safety and Health Training Card from OSHA at the successful completion of the course. All students will present their findings for specific industry hazards and graduate students will develop an additional industry safety and health written accident prevention program.

**OSHA 30 for Construction – 5 Days/34 Hours**  
FACE-2-FACE  
(Min. 6/Max. 8 students)

Introduction to specific training techniques involving the safe handling of blood and airborne pathogens as well as general safety and security on the premises. Addresses the right to know and SDS. Outlines Occupational Safety and Health Administration (OSHA) regulations, inspections, penalties, and compliance.
ALAMO COLLEGES DISTRICT SERVICE AREA MAP

Offering grant training in 8 counties!

For more information and application assistance, contact:

Kathy M. Fogle
Alamo Colleges Corporate College Liaison & TWC Skills for Small Business Partner
at: kfogle3@alamo.edu  (210) 485-0863
Visit our Alamo Colleges District EWD Corporate College website at

https://www.alamo.edu/academics/ContinuingEducation/corporate-college/

Go to tab “Portfolio of Training” for our catalog and course flyers!