

# 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.

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### May 22 - 23, 2024

10:00 – 2:30  
(Day 1-2)

### Customer Service (MDPCSV)

Training Length: 7 hours  
Audience: All staff  
Location: Zoom — Virtual Training  
**Cost:** \$70

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### May 22, 2024

10:00 – 3:00

### Working With Generational Differences (MDPWGD)

Training Length: 4 hours  
Audience: All staff  
Location: Zoom — Virtual Training  
**Cost:** \$49

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### May 30, 2024

10:00 – 3:00

### Microsoft: PowerPoint Basics (PPTMS)

Training Length: 4 hours  
Audience: All staff  
Location: TEAMS — Virtual Training  
**Cost:** \$87

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**June 4 - 5, 2024**

10:00 – 2:30

(Day 1-2)

**Communication Skills (PCOMUN)**

Training Length: 7 hours

Audience: All staff

Location: Zoom – Virtual Training

**Cost:** \$70

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**June 6, 2024**

10:00 – 3:00

**Resilience: Learning To Thrive in Difficult Times (MDPRES)**

Training Length: 4 hours

Audience: All staff

Location: Zoom – Virtual Training

**Cost:** \$49

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**June 11, 2024**

10:00 – 3:00

**Project Management Essentials for Leaders (MDPPML)**

Training Length: 4 hours

Audience: Managers and supervisors

Location: Zoom – Virtual Training

**Cost:** \$49

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**June 12 - 13, 2024**

10:00 – 2:30

(Day 1-2)

**Business Writing Streamlined (PBWSL)**

Training Length: 7 hours

Audience: All staff

Location: Zoom – Virtual Training

**Cost:** \$70

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**June 12 - 13, 2024**

8:30 – 4:30

(Day 1-2)

**Living the Habits of Highly Effective People (MDLISH)**

Training Length: 14 hours

Audience: All staff

Location: Austin

**Cost:** \$381 In Person

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**June 20, 2024**

10:00 – 3:00

**Employee Retention (MDPRTN)**

Training Length: 4 hours

Audience: Managers, supervisors, and team leads

Location: Zoom – Virtual Training

**Cost:** \$49

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**June 20, 2024**

8:00 – 5:00

**Mental Health First Aid (YCA098)**

Training Length: 8 hours

Audience: All staff

Location: TEAMS – Virtual Training

**Cost:** \$94

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**June 20, 2024**

10:00 – 3:00

**Workforce 101: an Introduction to Texas Workforce Solutions (PWF101)**

Training Length: 4 hours

Audience: TWC, Board, and Workforce Solutions Office staff

Location: TEAMS – Virtual Training

**Cost:** \$87

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**June 25, 2024**

10:00 – 3:00

**Stress Management (MDPSTR)**

Training Length: 4 hours

Audience: All staff

Location: Location: Zoom – Virtual Training

**Cost:** \$49

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