

TRINITY VALLEY COMMUNITY COLLEGE

CORPORATE TRAINING

BUSINESS-TECHNOLOGY-MANAGEMENT-ENRICHMENT



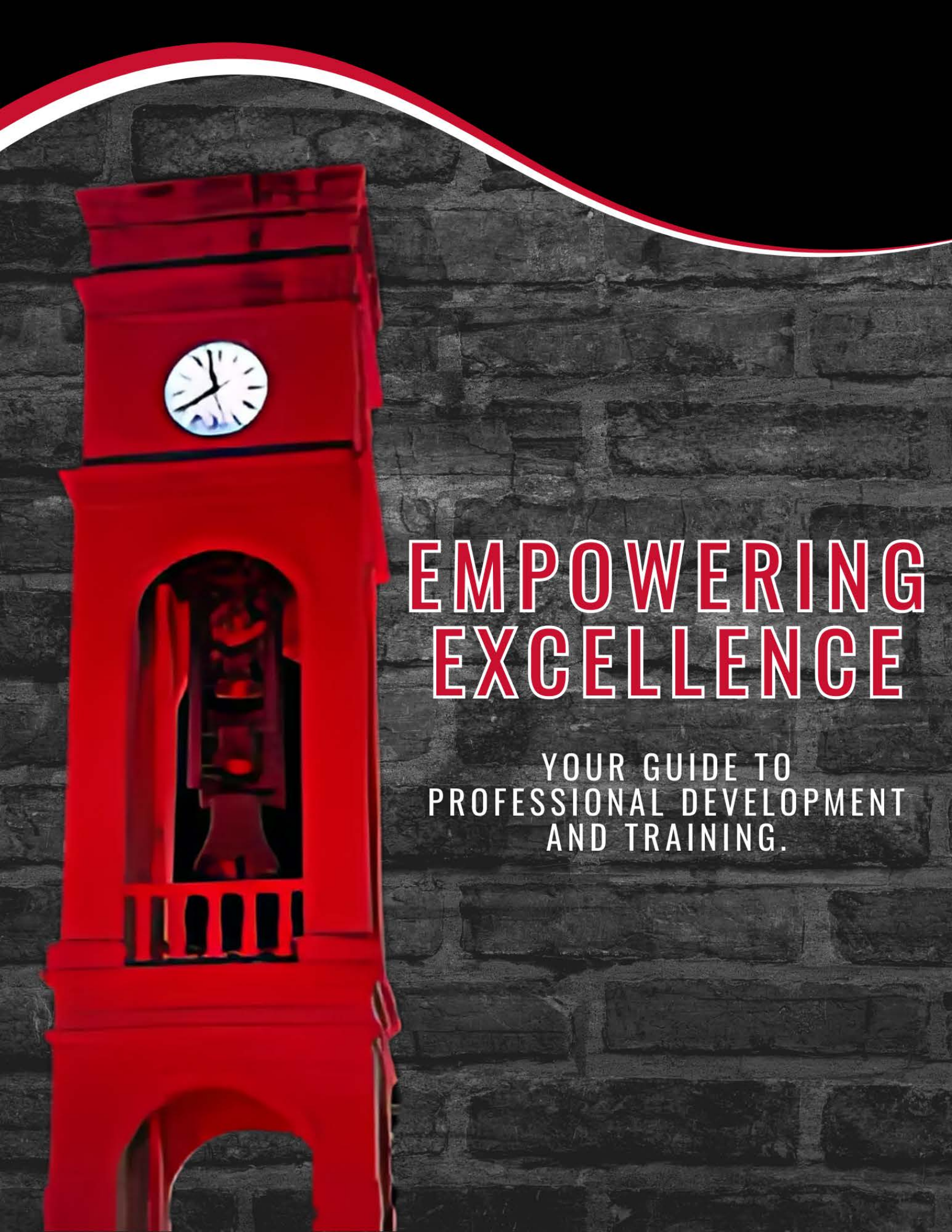
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2025



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TRINITY VALLEY COMMUNITY COLLEGE
CORPORATE TRAINING CATALOG
COURSES AND COURSE DESCRIPTIONS



EMPOWERING EXCELLENCE

YOUR GUIDE TO
PROFESSIONAL DEVELOPMENT
AND TRAINING.



TRINITY VALLEY
COMMUNITY COLLEGE
WORKFORCE EDUCATION

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PRE-EMPLOYMENT

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**ENTRY-LEVEL
MANAGEMENT**

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SKILLED TRAINING

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PROFESSIONAL

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QUALITY MANAGEMENT

PRE-EMPLOYMENT

Trinity Valley Community College offers Pre-Employment Courses to help individuals build essential workplace skills in communication, professionalism, problem-solving, customer service, and teamwork. Participants can choose the courses that best fit their career goals, whether they need to refine a specific skill or gain a broader understanding of workplace expectations.

By strengthening interpersonal skills, problem-solving abilities, and teamwork strategies, individuals will be better prepared to succeed in any professional setting. These courses provide practical knowledge that enhances employability and helps participants stand out in today's job market.



COMMUNICATION
STRATEGIES

SOFTSKILLS YOU NEED

TIME MANAGEMENT

REGISTER NOW!



www.tvcc.edu/corporate-training/?d=382#



COURSE OFFERINGS

COMMUNICATION STRATEGIES

CERTIFICATION EARNED AT THE END OF THE COURSE

- 40 HOURS OF TRAINING
- CPE APPROVED

COMMUNICATION SKILLS

- AS APPLICABLE TO INDIVIDUALS OR GROUPS IN THE WORKPLACE

INCLUDES SKILLS IN:

- LISTENING
- WRITING
- VERBAL/NON-VERBAL COMMUNICATIONS

SOFT SKILLS YOU NEED

PROFESSIONALISM

- THE ABILITY WORK IN A PROFESSIONAL MANNER

TEAMWORK

- THE ABILITY WORK WELL WITH OTHERS

PROBLEM SOLVING

- THE ABILITY IDENTIFY AND RESOLVE ISSUES

CRITICAL THINKING

- THE ABILITY ANALYZE INFORMATION AND MAKE DECISIONS

ADAPTABILITY

- THE ABILITY TO ADJUST TO NEW SITUATIONS

INTRODUCTION TO CUSTOMER SERVICE

- IDENTIFY TYPES OF CUSTOMERS
- IDENTIFYING NEEDS DETERMINING STRATEGY TO PROVIDE QUALITY CUSTOMER SERVICE

TIME MANAGEMENT

TIME MANAGEMENT

- THE ABILITY TO MANAGE YOUR TIME EFFECTIVELY

PRIORITIZING

- DECIDE WHICH TASKS ARE MOST IMPORTANT AND COMPLETE THEM FIRST

PLANNING

- CREATE A TIMELINE OR STRATEGY TO PUT YOUR IDEAS INTO ACTION

GOAL SETTING

- SET SMART GOALS THAT ARE SPECIFIC, MEASURABLE AND ACHIEVABLE

DELEGATING

- ASK OTHERS TO TAKE RESPONSIBILITY FOR TASKS SO YOU CAN FOCUS ON MORE IMPORTANT TASKS

ENTRY-LEVEL MANAGEMENT

Trinity Valley Community College offers Management courses designed to equip your employees with the essential skills to thrive in leadership roles within your company. Our curriculum covers the three key levels of management—Top-Level, Mid-Level, and Lower Management—providing professional training that empowers employees to effectively manage people, departments, and make critical decisions that drive business success.

Our focus is on the key elements of effective management, including supervisory skills, strategies for motivating your workforce, and conflict resolution techniques to maintain a safe and productive work environment.

SUPERVISING OTHERS

**EMPLOYEE
MOTIVATION**

CONFLICT RESOLUTION

REGISTER NOW!



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COURSE OFFERINGS

SUPERVISING OTHERS

THE ROLE OF THE SUPERVISOR. INCLUDES MANAGERIAL FUNCTIONS AS APPLIED TO LEADERSHIP, COUNSELING, MOTIVATION, AND HUMAN RELATIONS SKILLS.

- EXPLAIN THE ROLE, CHARACTERISTICS, AND SKILLS OF A SUPERVISOR;
- IDENTIFY THE PRINCIPLES OF MANAGEMENT AT THE SUPERVISORY LEVEL;
- EXPLAIN THE HUMAN RELATIONS SKILLS NECESSARY FOR SUPERVISION;
- EXPLAIN MOTIVATIONAL TECHNIQUES;
- CITE EXAMPLES OF HOW MOTIVATIONAL TECHNIQUES CAN BE USED BY A SUPERVISOR IN A WORKING ENVIRONMENT.

EMPLOYEE MOTIVATION

EMPLOYEE MOTIVATION IS THE LEVEL OF ENERGY, COMMITMENT AND CREATIVITY THAT EMPLOYEES BRING TO THE THEIR WORK. IT'S A KEY FACTOR IN A COMPANY'S GROWTH. BENEFITS OF MOTIVATED EMPLOYEES :

INCREASED PRODUCTIVITY

MOTIVATED EMPLOYEES ARE LIKELY TO GO ABOVE AND BEYOND, WHICH CAN LEAD TO HIGHER PRODUCTIVITY.

LOWER TURNOVER RATE

MOTIVATED EMPLOYEES ARE LESS LIKELY TO BE ABSENT OR LEAVE THE COMPANY.

BETTER COMPANY CULTURE

CREATE A POSITIVE WORK ENVIRONMENT WHERE EMPLOYEES FEEL VALUED AND RESPECTED.

CONFLICT RESOLUTION

CONFLICT ANALYSIS

- IDENTIFYING ROOT CAUSES OF CONFLICTS, THE PARTIES INVOLVED AND WHAT ESCALATES TENSIONS. ACTIVE LISTENING, EMOTIONAL INTELLIGENCE.

NEGOTIATION TECHNIQUES

- HOW TO FIND SOLUTIONS TO CONFLICTS

MEDIATION SKILLS

STRESS AND EMOTION MANAGEMENT

CREATING POSITIVE TEAM CULTURE

SKILLED TRAINING

In today's fast-paced economy, employers need **Skilled Employees** to stay competitive. TVCC Corporate Training offers a range of courses from precision tools and measurements to blueprint reading and CNC fundamentals—that help businesses equip their teams with the skills necessary to succeed. The more knowledgeable employees are, the more valuable they become to their company, often leading to better income opportunities.

As industries evolve, it's essential to invest in ongoing employee education. Not only does this help businesses stay ahead of the curve, but it also aids in retaining talent for the long term. Providing continuous training boosts employee motivation, fosters teamwork, and instills confidence in their roles. Let TVCC tailor our curriculum to deliver the exact training your team needs to thrive and drive success in your business!

PRECISION TOOLS AND
MEASUREMENT

BLUEPRINT READING
SCHEMATICS

FUNDAMENTALS OF
CNC

REGISTER NOW!



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COURSE OFFERINGS



TRINITY VALLEY
COMMUNITY COLLEGE
WORKFORCE EDUCATION

PRECISION TOOLS AND MEASUREMENTS

LEARN TO USE PRECISION MEASURING TOOLS SUCH AS:

- CALIPERS
- MICROMETERS
- DEPTH GAUGES USED TO MEASURE THE DIMENSIONS OF OBJECTS WITH HIGH ACCURACY
- DIAL INDICATORS
- OPTICAL COMPARATORS
- COORDINATE MEASURING MACHINES (CMMS) HEIGHT GAUGES
- BORE GAUGES
- THREAD GAUGES
- FEELER GAUGES
- PROTRACTORS

BLUEPRINT READING SCHEMATICS

AN INTRODUCTION TO READING AND INTERPRETING WORKING DRAWINGS FOR FABRICATION PROCESSES AND ASSOCIATED TRADES.

USE OF SKETCHING TECHNIQUES TO CREATE:

- PICTORIAL DRAWINGS
- MULTIPLE-VIEW DRAWINGS
- INTERPRET WORKING DRAWINGS INCLUDING
 - DIMENSIONS
 - NOTES
 - SYMBOLS
 - SECTIONS
 - AUXILIARY VIEWS
 - SKETCH PICTORIALS
 - MULTI-VIEW DRAWINGS.

FUNDAMENTALS OF CNC

PROGRAMMING AND OPERATION OF COMPUTER NUMERICAL CONTROLLED (CNC) MACHINE SHOP EQUIPMENT

- DEMONSTRATE OPERATIONS OF CNC MACHINE CONTROLS
- COMPARE AND CONTRAST THE DIFFERENCES BETWEEN CONVENTIONAL AND CNC MACHINES
- UTILIZE CNC MACHINE EQUIPMENT FOR MACHINING OPERATIONS

PROFESSIONAL

Trinity Valley Community College provides Professional Training designed to help individuals develop essential workplace skills in areas like Basic Childcare, Microsoft Excel, and Right of Way acquisitions. Those pursuing a career in early childhood education or childcare can benefit from this training to excel in their field. Microsoft Excel training is vital for almost every type of business. At TVCC, we equip your employees with the knowledge and confidence of spreadsheet creation and management. Teaching formatting, formulas and essentials skills to be successful using Excel.

Our newest training program, Right of Way Acquisitions, provides the essential knowledge to start a career in the oil and gas industry. Learn the key steps involved, from securing land to setting up rigging for resource extraction.

**BASIC CHILDCARE
PROVIDER TRAINING**

**MICROSOFT EXCEL &
SPREADSHEETS**

**RIGHT OF WAY
ACQUISITIONS**

REGISTER NOW!



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COURSE OFFERINGS

BASIC CHILDCARE PROVIDER TRAINING

BASIC CHILDCARE PROVIDER TRAINING PROVIDES ESSENTIAL SKILLS AND KNOWLEDGE FOR THOSE STARTING A CAREER IN EARLY CHILDHOOD EDUCATION OR CHILDCARE. THE TRAINING COVERS:

- CHILD DEVELOPMENT: UNDERSTANDING THE STAGES OF GROWTH AND HOW TO SUPPORT CHILDREN'S COGNITIVE, EMOTIONAL, AND PHYSICAL DEVELOPMENT.
- SAFETY & HEALTH GUIDELINES: ENSURING A SAFE, HEALTHY ENVIRONMENT FOR CHILDREN, WITH A FOCUS ON HYGIENE, FIRST AID, AND EMERGENCY PROCEDURES.
- AGE-APPROPRIATE LEARNING ACTIVITIES: DESIGNING ACTIVITIES THAT ENGAGE CHILDREN AND SUPPORT THEIR LEARNING AT DIFFERENT STAGES OF DEVELOPMENT.
- THIS TRAINING PREPARES PARTICIPANTS TO CREATE A NURTURING, SAFE, AND ENGAGING ENVIRONMENT FOR CHILDREN, ENSURING THEIR NEEDS ARE MET AND SUPPORTING THEIR GROWTH. IT'S IDEAL FOR THOSE INTERESTED IN WORKING IN DAYCARE CENTERS, PRESCHOOLS, OR AS PRIVATE CHILDCARE PROVIDERS.

MICROSOFT EXCEL

INSTRUCTION IN THE CONCEPTS, PROCEDURES, AND APPLICATIONS OF ELECTRIC SPREADSHEETS

- DEFINE SPREADSHEET TERMINOLGY AND CONCEPTS
- GENERATE CHARTS
- CREATE FORMULAS AND FUNCTIONS
- IMPLEMENTING GRAPHS
- USE FORMATTING FEATURES
- CREATEING REPORTS

RIGHT OF WAY ACQUISITIONS

COMPREHENSIVE COURSE ON ACQUIRING RIGHT OF WAY UTILITY EASEMENTS.

- GAIN INSIGHTS INTO THE FUNDAMENTAL PRINCIPLES AND CONCEPTS OF NAVIGATING PRIVATE AND COMMERCIAL LAND FOR ENERGY PROJECTS. TOPICS COVERED:
 - PROJECT PLANNING
 - ROUTE SELECTION
 - DOC PREPARATION
 - LAND TITLE RESEARCH
 - NEGOTIATIONS AND PROCEDURES
 - COMPENSATION
 - PERMITTING
 - OIL AND GAS WELL CONNECTS
 - PIPELINE CONSTRUCTION
 - APPRAISALS

PER PERSON \$500

QUALITY MANAGEMENT

ISO 9001 is a global standard for quality management systems that emphasizes customer satisfaction, process improvement, and regulatory compliance to enhance product quality and operational efficiency. **ISO 13485** builds on these principles with a specific focus on the medical device industry, ensuring product safety and quality through rigorous risk management and lifecycle control. Together, these standards help organizations improve overall quality, meet industry-specific requirements, and strengthen customer trust.

OSHA 10 covers basic workplace safety for workers, while **OSHA 30** provides advanced training for supervisors on managing safety and compliance.

QuickBooks accounting software designed for small to medium-sized businesses helps manage financial tasks such as tracking income and expenses, generating invoices, processing payroll, and preparing financial reports. Learn it's user-friendly interface and automation features, that simplifies accounting processes, improves accuracy, and helps businesses stay organized and compliant with tax regulations.

ISO 9001 & 13485

OSHA 10 & 30

QUICKBOOKS

REGISTER NOW!





COURSE OFFERINGS

ISO 9001 & 13485

ISO 9001 HIGHLIGHTS:

- APPLIES TO ALL INDUSTRIES AND ORGANIZATION TYPES
- FOCUSES ON GENERAL QUALITY MANAGEMENT PRINCIPLES
- ENCOURAGES A RISK-BASED APPROACH AND CONTINUAL IMPROVEMENT

ISO 13485 HIGHLIGHTS:

- TAILORED SPECIFICALLY TO THE MEDICAL DEVICE INDUSTRY
- ENSURES DEVICES MEET SAFETY AND REGULATORY REQUIREMENTS
- EMPHASIZES RISK MANAGEMENT, DOCUMENTATION, AND PRODUCT TRACEABILITY

OSHA 10 TOPICS

- INTRODUCTION TO OSHA, WORKERS' RIGHTS, AND EMPLOYER RESPONSIBILITIES
- COMMON WORKPLACE HAZARDS (SLIPS, TRIPS, FALLS, ELECTRICAL, FIRE)
- EMERGENCY PROCEDURES AND BASIC FIRST AID AWARENESS
- PERSONAL PROTECTIVE EQUIPMENT (PPE) AND HAZARD COMMUNICATION (CHEMICAL SAFETY)
-

OSHA 10 & 30

OSHA 30 TOPICS

- OSHA 10 TOPICS
- INTRODUCTION TO OSHA AND WORKERS' RIGHTS
- WORKPLACE HAZARD RECOGNITION
- SLIPS, TRIPS, AND FALLS
- FIRE PREVENTION AND EMERGENCY PROCEDURES
- ELECTRICAL SAFETY BASICS
- PERSONAL PROTECTIVE EQUIPMENT (PPE)
- HAZARD COMMUNICATION (CHEMICAL SAFETY)
-
-

QUICKBOOKS

- USE OF THE COMPUTER TO DEVELOP AND MAINTAIN ACCOUNTING AND TO PROCESS COMMON BUSINESS APPLICATIONS FOR MANAGERIAL DECISION-MAKING.
- UTILIZE SPREADSHEET AND DATABASE SOFTWARE- QUICKBOOKS
- LEARN ACCOUNTING AND MANAGEMENT APPLICATIONS
- MANAGE FINANCES BY TRACKING INCOME, EXPENSES AND FINANCIAL DATA
- CREATE INVOICES, RUN PAYROLL AND INVENTORY MANAGEMENT

CORPORATE TRAINING

At Trinity Valley Community College, we understand that in today's rapidly evolving business landscape, continuous learning is the key to staying competitive and driving success.

Our comprehensive corporate training programs are designed to help organizations strengthen their workforce, enhance skills, and foster a culture of lifelong learning. Whether you're looking to upskill your team, improve leadership capabilities, or stay ahead of industry trends, TVCC has the resources and expertise to support your organization's goals.

Small businesses can apply to Texas Workforce Commission (TWC) for training provided by a local community college. TWC will process the application and work with colleges to fund the courses. The business is then able to select the courses to customize training to their needs.

TVCC has funds available for businesses with less than 100 employees. Signup at <https://www.twc.texas.gov/programs/skills-small-business>

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SOLUTIONS

Our Corporate Training programs offer flexible, tailored solutions that meet the unique needs of your business. From hands-on workshops to certification courses and leadership development, we provide targeted learning experiences that ensure employees are equipped with the knowledge and skills they need to succeed in their roles.

These programs are designed to address the latest trends, technologies, and best practices, ensuring that your workforce is always ahead of the curve.

Grants and Scholarships Available

Small businesses can apply to Texas Workforce Commission (TWC) for training provided by a local community college. TWC will process the application and work with colleges to fund the courses. The business is then able to select the courses to customize training to their needs.

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10 OR MORE TRAINEES

DEPARTMENTAL
TRAINING

CUSTOM BUILT
TRAININGS





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COMMUNITY COLLEGE

WORKFORCE EDUCATION

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