



We value your time and investment!

Richland College Corporate and Workforce Training is dedicated to serving you with the highest quality training that will empower your workforce, enhance your company's productivity, and give you the tools to be more successful.

Summer/Fall Small Business Class Schedule

Coaching Others for Top Performance (16 hours)

This workshop explores the principles and qualities of genuine leadership and provides participants with the necessary skills to build constructive relationships and gain a stronger commitment to improving performance and achieving results.

Dates: June 22 and 24 OR June 29 and July 1, 8:00 a.m.– 5:00 p.m.

Cost Per Person: \$395.00

Web Design (16 hours)

Learn how to develop your company's website including organizing content, layout and connecting with customers.

Dates: July 12 and 14 OR July 26 and 28, 8:00 a.m.– 5:00 p.m.

Cost Per Person: \$245.00

Enhancing Sales Through Service (8 hours)

This workshop explores sales techniques that will help you improve the bottom line.

Dates: August 13 OR August 27, 8:00 a.m.– 5:00 p.m.

Cost Per Person: \$145.00

Project Management (16 hour)

This workshop explores the planning and methods for controlling projects. Includes project management concepts and models, critical path, analysis of time/cost benefits, and resource utilization.

Dates: September 14 and 16 OR September 21 and 23

8:00 a.m.– 5:00 p.m.

Cost Per Person: \$195.00

Creating Stellar Customer Relations (16 hours)

Strong customer relationships are essential to success in business today. This workshop instills behaviors for acknowledging and responding appropriately to a customer's needs – behaviors that often make the difference between losing a customer...and keeping one for a lifetime.

Dates: October 5 and 7 OR October 19 and 21, 8:00 a.m.– 5:00 p.m.

Cost Per Person: \$395.00

Essential Interviewing Skills (8 hours)

This workshop teaches participants competency-based interviewing. They learn the implications of poor hiring decisions, how competencies define the requirements of a job, techniques to interview for motivational fit, and more.

Dates: November 5 OR November 12, 8:00 a.m.– 5:00 p.m.

Cost Per Person: \$195.00

**All classes held at:
Richland College Garland Campus, 675 W. Walnut**

*** Minimum enrollment required for class to be held.**

**For more information on how to register
Contact Rick Guerrero at 214-360-1217**