

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 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.

Date and Time	Course Details
<p>March 15, 2024 8:30 – 4:00</p>	<p>CPR, AED, and First Aid Training (MDCPR2) Training Length: 5.5 hours Audience: All staff Location: Austin Cost: \$120</p>
<p>March 21, 2024 10:00 – 3:00 April 18, 2024 10:00 – 3:00</p>	<p>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</p>
<p>March 26, 2024 10:00 – 3:00</p>	<p>Microsoft: PowerPoint Basics (PPTMS) Training Length: 4 hours Audience: All staff Location: TEAMS – Virtual Training Cost: \$87</p>

Date and Time	Course Details
<p>April 2, 2024 8:00 – 5:00</p>	<p>Mental Health First Aid (YCA098) Training Length: 8 hours Audience: All Staff Location: TEAMS – Virtual Training Cost: \$94</p>
<p>April 9-11, 2024 10:00 – 4:00 (Day 1-2) 10:00 – 3:00 (Day 3)</p>	<p>Supervisory Skills Development (MDPSSD) Training Length: 14 hours Audience: Supervisors and Managers Location: Zoom – Virtual Training Cost: \$116</p>
<p>April 10, 2024 10:00 – 3:00</p>	<p>Confident Communication (MDPCCO) Training Length: 4 hours Audience: All staff Location: Zoom – Virtual Training Cost: \$49</p>
<p>April 24, 2024 10:00 – 3:00</p>	<p>Performance Planning and Review (PPR) Process for Supervisors (MDPPRS) Training Length: 4 hours Audience: TWC, Board, and Workforce Solutions Office supervisors and subcontractor managers; other supervisors using the Texas Workforce Commission PPR process and forms Location: Zoom – Virtual Training Cost: \$49</p>
<p>April 30, 2024 10:00 – 3:00</p>	<p>Grammar Streamlined for Business Writing (PGSBW) Training Length: 4 hours Audience: All staff Location: Zoom – Virtual Training Cost: \$49</p>