

WORKFORCE DEVELOPMENT

Thomas Nelson
COMMUNITY COLLEGE



TNCC Discovery Center

5308 Discovery Park Blvd., Suite 102
Williamsburg, VA 23188 #43

Build Skills at the Discovery Center



Upcoming Training

Discovery Center for Economic and
Workforce Development
5308 Discovery Park Blvd., Suite 102
Williamsburg, VA 23188

757-345-2855
www.tncc.edu/workforce

Supervisory Series

\$400.00

(includes 4 sessions)

This series is facilitated by an instructor with significant experience in hospitality and restaurant management and will use examples from these industries. A certificate will be awarded at the end of the series.

- Coaching for Improved Performance: Improve Thinking and Improve Performance – 9 a.m. – 1 p.m. Sat., March 19
- Priority Management: Principles & Applications for Improved Decision Making – 9 a.m. – 4 p.m. (with one-hour lunch break) Sat., March 26
- Managing Difficult People and Situations: Directing Conversations for Maximum Positive Impact – 9 a.m. – 1 p.m. Sat., April 2
- Business Communications: Writing For Results- 9 a.m. – 1 p.m. Sat., April 9

Homeowners Association: Law II

\$69.00

9 a.m. - noon

Sat., March 19

Whether you are an association member or leader, this class untangles the web of legal policy and procedure. Topics covered include account funding, management and use as well as disclosure actions, recourses, packets and more.

The Lean Office

\$100

5 – 9 p.m.

Wed., March 30
& April 6

The Lean Office will show you how the same “Lean” thinking that can minimize time, effort and material in manufacturing can also be applied to a variety of office practices.

Jumpstart Your Career

\$25.00

8 – 10 a.m.

Thurs., March 31 or
Thurs., May 5

Develop the skills and the confidence you need to achieve your career objectives. Learn how to analyze where you are and how to develop the steps to advance your career.

Workforce Performance Tune-up

\$90.00

4 – 6 p.m. *(two sessions)*

Tues., April 5 & 12

Learn easy steps to gain efficiencies emphasizing Email communication in only two sessions.

Face 2 Face Communications at Work

\$75.00

2 - 5 p.m.

Thurs., April 7

Do not underestimate the value of face to face communications at work. Miscommunications are costly for businesses, employees and customers. Practice skills that improve accuracy and build positive relationships.

7 Quality Tools

\$50.00

9 – 11 a.m.

Fri., April 15

Quality pros have many names for these seven basic tools of quality, first emphasized by Kaoru Ishikawa, a professor of engineering at Tokyo University and the father of “quality circles.” Start your quality journey by mastering these tools, and you’ll have a name for them too: “indispensable”.

Homeowners Association Collection of Unpaid Dues

\$69.00

9 a.m. - noon

Wed., April 20

This course will focus the ability of Homeowners Associations to enforce collections procedures and will be conducted by attorneys specializing in this area.

Customized Training When, Where and How You Need It

TNCC Workforce Development connects you with the seminars, training, and certifications taught inside the nation’s Fortune 500 companies. We offer customized training at your location or ours and the tools to help you recruit, assess, and train highly skilled workers.

Become an Instructor

TNCC Workforce Development is seeking instructors for day, evening and weekend classes and/or workshops. If you are interested in teaching workforce training, please contact us today.

Contact Information

Michelle Manfred, Director of Corporate Training
(757) 345-2855 manfredm@tncc.edu