Training & Development Courses/Workshops Available

First Time Manager
Finance Nonfinancial Professional
Ethics Workplace
Employee Initiative
Effective Negotiation Skills
Dynamic Decision Making
Diversity Awareness Training
Dirty Little Secrets
Defining Team Roles
Responsibilities
Dealing with Difficult Conversations
Customer Service Over Phone
Cultural Competency
Cross Functional Teams
Creative Problem Solving
Conflict Management
Communication Mystery
Coaching Conversations
Civility Workplace
Challenging Negative Attitudes
Career Planning Development
Business Etiquette
Building Organizational Trust
Budgeting Basics
Behavioral Interviewing
Art Successful Coaching
Art Science Communication
Art Influencing Others
Adapting Style
Toughest Supervisor Challenges
Productive Work Habits
How to Manage Your Emotions
Effective Listening Skills
Developing Direct Reports
Team Foundation
Leadership 101
Ideas Into Action
Delegating for Growth
Critical Thinking Skills
Communication Skills for Technical Professionals
Communication Skills for Emerging Leaders
Assertiveness Skills
Art of Effective Communication
What Customers Want
Violence in the Workplace
Time Management
Team Building
Supervisor Communication Skills
Supervising in an Automated Environment
Succession Planning
Successful Sales Strategies
Solid Business Writing
Sexual Harassment
Secrets Management Success
Sandwich Generation
Sales Presentations Skills
Sales Over Phone
Retirement
Resolving Conflict Work
Real World Project Management
Project Management
Preventing Workplace Harassment
Positive Approaches Resolving Performance Problems
Performance Management
Office Politics
Multi Gen Workplace
Motivating Employees Their Best Management of Meetings
Managing Technical Professionals
Managing Teams
Managing Stress
Managing Remote Teams
Managing Managers
Leading Today’s Workforce
Leading Through Change
Juggling Multiple Priorities
Interviewing Hiring
Increasing Emotional Intelligence
The Outstanding Receptionist
How Manage Generation X Employees
How Handle Change Upheaval
How Develop Deliver Dynamic Presentations
How Conduct Internal Investigations
Great Balancing Act
Goal Setting Success
Giving Receiving Feedback
Getting Yes
Getting Things Done
Fundamentals Strategic Planning
Fundamentals Effective Facilitation

Please contact our office for more information.

To register or for questions about courses/workshop offerings contact (361) 825-5826.

http://edcs.tamucc.edu
Training & Development Courses/Workshops Available

The 4 Roles of Leadership®
The 7 Habits of Highly Effective People Signature® Course (3-Day)
DISC Profile®
Emotional Intelligence
Exploring Personal Styles
Fish®
The Five Dysfunctions of a Team®
Five Levels of Leadership®
Grand Canyon Adventures
Human Performance Deck
Human Performance Improvement
Introduction to Situational Leadership II®
Intuitive Decision Making Profile
Learning to Listen
Neurolinguistic Communication Profile: Second Edition
The One Minute Manager®
PARTNERS
Performance Management: Through 5 Key Conversations
Strength Finder 2.0
Supervisory Skills Questionnaire: Third Edition
Team Building Blocks
Team Charter Leader Guide
Team Effectiveness Profile: 4th Edition
Thomas-Kilmann Conflict Mode Instrument (TKI)
Whale Done!®
What’s My Communication Style?
Who Moved My Cheese?