Employee Training

Developing talent within.

We can train all levels of employees including front-line staff, middle management, and supervisors.

From 1 person to groups of 35. Scheduling is at your convenience, including nights, weekends, or early mornings.

Training can be conducted at your location or at various Victoria College facilities.

COMPUTER

- Computers in the Workplace
- Introduction to Computers
- Microsoft Excel, Word, PowerPoint, Access, and Outlook
- QuickBooks

HEALTH CAREERS

- Emergency Medical Services (ACLS, PALS, ITLS, EMR, and CPR)
- Medical Professional Development



BUSINESS

- Accounting Basics
- Customer Service
- DDI® Training
- Managing Multiple Priorities
- · Resolving Conflict

Customized Training Areas

Ask us about other training opportunities not listed.

INDUSTRIAL

- Fire Extinguisher
- Forklift
- Lean Manufacturing
- OSHA 10 & 30
- Safety & Accident Prevention
- Scaffold Training
- Truck Driving
- Visible Emissions
- Welding



SOFT SKILLS

- Communication/Interpersonal Skills
- Interacting with Others
- Leadership
- Decision Making
- Professionalism in the Workplace
- Responsibility



FOR MORE INFORMATION OR TO SCHEDULE TRAINING

Rachel Nessel • (361) 582-2575
Toll free (877) 843-4369
Rachel.Nessel@VictoriaCollege.edu
www.VictoriaCollege.edu/CustomizedTraining

