



PROFESSIONAL DEVELOPMENT SERIES

Now is the time to explore all services available to your business. Classes are affordable and can be covered through New Jersey Business and Industry Association grant funds, pending eligibility and availability. All classes can be offered online or at your location.

Call Maritza Reyes at 201-360-5383 or email at mreyes@hccc.edu
www.hccc.edu/BusinessIndustry

- **BASIC COMPUTER SKILLS**
 - ◇ REMOTE WORK/DIGITAL LITERACY
- **COMMUNICATION SKILLS**
 - ◇ WRITTEN AND VERBAL
- **CUSTOMER SERVICE SKILLS**
- **LANGUAGE SKILLS**
 - ◇ ESL AND SPANISH FOR THE WORKPLACE
- **MATHEMATICS AND MEASUREMENT SKILLS**
- **MICROSOFT OFFICE SKILLS**
- **LEADERSHIP MANAGEMENT SKILLS**
- **TIME MANAGEMENT STRATEGIES**
- **DIVERSITY IN THE WORKPLACE**
- **TEAM BUILDING STRATEGIES**
- **CUSTOMIZED PROFESSIONAL DEVELOPMENT (BASED ON BUSINESS NEEDS)**