



Business and Professional Studies

WORKPLACE SKILLS AND LEADERSHIP TRAINING



Employee development and performance is critical for Hawaii businesses to compete in a global economy. Building foundational skills through professional development is an investment for employers that will pay dividends through enhanced productivity, efficiency, and customer relations.

Our short-term training covers these critical areas: communication, writing, teamwork and conflict resolution, project management, and leadership.

We also **customize** courses, curriculum, and schedules to meet your staff and industry needs. You will help determine the standards of training for your employees.

SEE REVERSE SIDE FOR A LIST OF COURSES

For course schedules, information, and registration:

ocewd.org/business

LEEWARD COMMUNITY COLLEGE™

OCEWD

OFFICE OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

455-0477 | OCEWD.ORG



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If you're an aspiring entrepreneur, or seeking career advancement, our hands-on modular program offers an opportunity to grow skills in a variety of areas, and our courses are led by industry experienced instructors. Courses are **customizable** and we can also develop new training to meet your needs.

COURSE NO. COURSE TITLE

COURSE NO.	COURSE TITLE	COURSE HRS*
BUS5503	Communicating Effectively	6
BUS5505	Business Writing that Works	
BUS5506	Teamwork: Building Better Teams COST*
BUS5508	Conflict Resolution in the Workplace	\$199
BUS5604	Advanced Business Writing	*Course hours are per course. *Cost is per course. Contact course coordinator for customized pricing.
BUS5650	Basics to Business Process Mapping	
BUS5651	Analyzing Processes to Map Better Outcomes	

CAREER COACH

For more information about current occupations and related careers, visit our Career Coach web page. Find data for wages, industry outlook, retirees, and Leeward degree and non-credit programs to get you started. Easy, **FREE**, and available 24/7. All data is **LOCAL** and current, updated on a quarterly basis. Try Leeward's Career Coach today:

leeward.hawaii.edu/careercoach



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