

TCC Corporate Education

Customized Training

Invista designs and tailors classes to fit the culture and values of business clients. Popular courses include:

Computer Literacy

- » Microsoft Office Suite
- » Computer Literacy
- » Database Management

Customer Service

Academy

- » Interpersonal Communications
- » Customer Service
- » Attitude in the Workplace
- » Ethics and Values
- » Stress and Time Management
- » Conflict Resolution
- » Decision Making

Leadership

- » Frontline Leadership
- » Leading Change
- » Succession and Transition Planning
- » Building a Culture of Trust
- » Retaining Talent
- » Influential Leadership

Productivity Improvement

- » Project Management
- » Supply Chain Management
- » Six Sigma
- » Lean Kaizen
- » ISO

Supervision and Management

- » First-time Supervisor
- » Managing Change
- » Motivating Employees
- » Managing Difficult Employees
- » Effective Delegation
- » Performance Coaching

Workplace Skills

- » Communication Skills
- » Conflict Resolution
- » Team Building
- » Problem Solving
- » Diversity Training
- » Command Spanish

Tacoma Community College is a member of Invista Performance Solutions, a partnership of four regional colleges dedicated to providing high quality workforce training. Invista provides customized solutions for corporate training and education, including:

- Leadership & Management
- Communication Skills
- Core Business Skills
- Software & IT Training
- Process Improvement
- Industrial & Technical Skills

Performance Consulting

Invista provides performance consultants and industry experts who can develop and deliver targeted training and performance coaching that will positively impact your business.

Prior Learning Assessment

Invista staff can guide and support your staff as they explore higher education options. Many adult workers have years of work experience but have earned little college credit. Invista works with employees to document and transfer life and work experience into college credits.

Transcribing for College Credit

Invista offers customized training programs for college credit.

For more information visit www.invistaperforms.org or call 253-583-8860.

TCC Continuing Education

Personal Enrichment Classes

Stretch your mind and satisfy your curiosity with our affordable and convenient non-credit classes.

Fun, knowledgeable, supportive and inspiring instructors share their love of subjects like:

- Arts and creativity
- Business and technology
- Health, home, and leisure
- Humanities and science
- Personal planning
- Professional development

The **Harbor Institute** is designed by and for adults interested in wide-ranging scholarly topics such as:

- History
- Languages
- Current events
- Genealogy
- Politics
- Geography
- The Environment

Write in the Harbor

The annual Write in the Harbor regional conference for writers is held each November at the Gig Harbor Campus. The conference, ongoing writing classes and workshops, and writing discussion groups, help to nurture and support a truly talented and dedicated cohort of regional writers and editors as well as show beginning writers a path forward.

Harbor Women Wellness Weekend

The annual Harbor Women Wellness Weekend is held in spring at the Gig Harbor Campus. The weekend offers inspiring and informative lectures, writing, creative arts, and movement.

Job Skills and Career Training

Continuing Ed has courses that:

- Help you to grow your business including business planning, marketing, and finance.
- Develop your own skills or upgrade the skills of your employees to excel in today's fast-paced work environment.

Continuing Ed has classes for individuals seeking professional certification, or CEUs and Clock Hours, to achieve or maintain licensure in professional fields, including:

- Flagging and Traffic Control Certification
- Alcohol/drug Information School - Training for Trainers (ADIS-TOT)
- Emergency Care Basisc (CPR) Certification
- Forklift Operator Certification
- Building exceptional presentation skills

Many CE classes can also satisfy CEUs and Clock Hours for continuing professional education.

Online Non-credit Classes

You can also take online classes from the comfort of your own home or office at times most convenient for you. There are hundreds of classes to choose from. Find your classes at www.ed2go.com/tccdtc.

See the full schedule and register online at continuingedtacomacoma.com