

Texas Workforce Commission Training and Development Department

Training Schedule

Our classes can be reserved for a specific group if the number of participants meets the required minimum. For reservations or assistance, please contact us by email at training.development@twc.texas.gov or by phone at 512-463-3029.

Note: For virtual trainings, information on how to join the trainings will be emailed to all participants prior to the training.

Date and Time	Course Details
May 22 – June 26, 2025 10:00 – 3:00	Workforce 101: an Introduction to Texas Workforce Solutions (PWF101) Training Length: 4 hours Audience: TWC, Board, and Workforce Solutions Office staff Location: TEAMS — Virtual Training Cost: \$87
June 3, 2025 10:00 – 2:30	Becoming a Critical Thinker (MDPICT) Training Length: 3.5 hours Audience: All staff Location: ZOOM — Virtual Training Cost: \$49
June 3, 2025 10:00 – 3:00	Resilience: Learning To Thrive in Difficult Times (MDPRES) Training Length: 4 hours Audience: All staff Location: ZOOM — Virtual Training Cost: \$49

Date and Time	Course Details
June 4-5, 2025 8:30 – 5:00 (Day 1-2)	Living the 7 Habits of Highly Effective People (MDLISH) Training Length: 15 hours Audience: All staff Location: Austin Cost: \$381
June 4-5, 2025 9:00 – 2:00 (Day 1-2)	WorkInTexas Reports (WITRPT) Training Length: 8 hours Audience: TWC, Board, and Workforce Solutions Office staff Location: TEAMS — Virtual Training Cost: \$123
June 10-11, 2025 10:00 – 2:30 (Day 1-2)	Communication Skills (PCOMUN) Training Length: 7 hours Audience: All staff Location: ZOOM — Virtual Training Cost: \$70
June 17-18, 2025 9:00 – 3:00 (Day 1-2)	WorkInTexas Reports for Case Management (WITRCM) Training Length: 8 hours Audience: TWC, Board, and Workforce Solutions Office staff Location: TEAMS — Virtual Training Cost: \$123
June 17-18, 2025 9:00 – 3:00 (Day 1-2)	WorkInTexas for Career Counselors (WITVCC) Training Length: 7 hours Audience: TWC, Board, and Workforce Solutions Office staff Location: TEAMS — Virtual Training Cost: \$136

Date and Time	Course Details
June 18, 2025 10:00 – 3:00	Facilitation Skills for Meetings (MDPFAC) Training Length: 4 hours Audience: All staff Location: ZOOM — Virtual Training Cost: \$49
June 18, 2025 10:00 – 3:00	Writing Standard Operating Procedures (TWCSOP) Training Length: 4 hours Audience: All staff Location: ZOOM — Virtual Training Cost: \$49
June 25-26, 2025 10:00 – 2:30 (Day 1-2)	Business Writing Streamlined (PBWSL) Training Length: 7 hours Audience: All staff Location: ZOOM — Virtual Training Cost: \$70