

Capabilities in Serving the Business Community

Anne Arundel Community College is a comprehensive community college serving the citizens of Anne Arundel County and the surrounding region. Anne Arundel Community College is accredited by the Middle States Commission on Higher Education.

The Center for Workforce Solutions offers a full complement of training solutions to meet your organization's needs. Choose from nationally acclaimed curriculum or let us work with you to design a result-oriented plan of action. Training can be as short as a few hours or span several months or longer depending upon your budget and your goals for improved workforce performance. Both credit and non-credit courses are available. For added convenience, classes are offered at one of our three locations or at your place of business.

Training and services are provided in, but not limited to, the following content areas:

Technology Training

- Operating Systems and Networking
- Office Applications Software
- Web Development
- Programming Languages
- Fiber Optics and Telecommunications

Employee Development

- Time Management
- Customer Service Skills
- Managing Stress in the Workplace
- Coping with Change

Organizational Development

- Change Management
- Strategic Planning
- Project Management
- Conflict Management
- Team Building

Workplace Sensitivity

- Cultural Sensitivity
- Avoiding Harassment
- Gender Communications
- Substance Abuse in the Workplace

Communications

- Command Spanish®
- Business Writing
- Telephone Skills
- Oral Communications
- Effective Presentations
- Customer Service

Performance Improvement Services

- Instructional Design Support
- Performance Gap Analysis
- Work Style Assessments

Supervision and Management

- Moving up to Supervision
- Managing Time
- Coaching for Excellence
- Performance Appraisals
- Meeting Management
- Delegating Successfully
- Problem Solving and Decision Making
- AchieveGlobal
- DDI
- Leadership Management
- Leadership University

