



December 2020

NEWSLETTER

TRINIDAD STATE CONTINUING & COMMUNITY EDUCATION

THE FUTURE OF WORK

The coronavirus pandemic will have a lasting impact on the future of work in many ways. It is imperative that employers and the workforce evaluate what that means for them.

Businesses may have become painfully aware of their shortcomings and decide to invest in training for themselves or their employees in order to get their business up and running in alternative ways. Some businesses may have found that setting their employees up to work remotely is a model they want to pursue in order to cut down on overhead while others would like to give their employees the skills they need to provide better customer service.

Those who lost their jobs may realize they need a different set of skills to secure employment in a new field or to make themselves more appealing to prospective employers.

The pandemic has shown the importance of "soft skills" in addition to specific skills needed to perform a particular job. More and more employers realizing the need for employees with the following soft skills:

- Communications Skills
- Computer & Technical Literacy
- Flexibility and Adaptability
- Managing Multiple Priorities
- Honesty and Integrity
- Dedication
- Work Ethic
- Reliability

Whatever your situation, we hope you will consider Trinidad State as a resource to help you adapt to the future of work. Whether your plan is to return to school to learn a new skill, train your employees to meet the needs of your business, or go back to school to start your path toward a degree in a new field we can help. Contact the Continuing Education office at 719-846-5724 or 1-800-621-8752 ext. 5724



Make a difference in someone's life

Human Services provides assistance to people in order to help them stabilize their life and find self-sufficiency through guidance, counseling, treatment and providing for basic needs. This can take many forms from an eligibility technician helping a family get government assistance, a substance abuse counselor, or a psychologist.

Let us give you the tools you need to become a change maker.

Trinidad State offers Level I and Level II certificates as well as an AAS in Human Services.

Contact our advising offices at 719-846-5026 or 719-589-7296 to discuss your options.

"THE BEST WAY
TO FIND YOURSELF
IS TO LOSE YOURSELF
IN THE service
OF OTHERS."

Mahatma Gandhi

For more information or to register, contact: Donna Haddow-Continuing Education Coordinator

719-846-5724 | donna.haddow@trinidadstate.edu | 600 Prospect Street, Trinidad, CO 81082



“The world is a university and everyone in it is a teacher. Make sure when you wake up in the morning, you go to school.”

T. D. Jakes

WORKPLACE SKILLS

(BUS 121)

Friday mornings January 22 - March 5, 2021

Trinidad Campus: 7:45 a.m. 9:45 a.m. CRN 34380 or
10:00 a.m. to 12:00 p.m. CRN 34118

Valley Campus: 10:00 a.m. to 12:00 p.m. CRN 34507

This one-credit-hour course covers

- Workplace communication skills
- Effective self-management skills
- Effectiveness in the workplace
- Workplace ethics and integrity
- Critical thinking and creative problem solving
- Principles of project management

Contact an advisor at 719-846-5026 or
719-589-7296 for information or to
register.

PRIOR LEARNING ASSESSMENT

Did you know that you may be able to earn college credit for your non-college or experience-based learning? Prior Learning Assessment (PLA) credit is awarded for college-level learning, knowledge, skills and competencies. PLA includes skills gained from work and life experiences such as correspondence and extension courses, individual study and reading, civic, community/volunteer work, participation in formal courses, and in-service training sponsored by associations, business, government and industry.

For additional information, contact the Trinidad State Registrar, Christy Holden, at 719-846-5550

Online Course

Be Your Own Boss!



Entrepreneurship: Start-Up and Business Owner Management

Delve into the world of entrepreneurship, from generating an idea to writing a business plan. In this course, you will refine your startup idea as you prepare for the Entrepreneurship and Small Business Certification. You will learn all business areas of an entrepreneurship venture, such as legal structure and requirements, funding sources, intellectual property law, operations, marketing, advertising, and finances. By course completion, you will create a comprehensive business plan to get your startup idea off the ground and into the market.

This course prepares you to sit for the Entrepreneurship and Small Business (ESB) Certification Exam.

For complete information or to register, visit <https://careertraining.ed2go.com/tsjc/training-programs/entrepreneurship-start-up-business-owner-management-voucher-included/>

Some students may qualify for financial assistance when they enroll, if they meet certain requirements. Learn more: <https://www.ed2go.com/career/financial-assistance>

CUSTOMIZED TRAINING

Does your business need a specific training you don't see in our schedule? Call our Continuing Education office at 719-846-5724 to discuss a customized training option to meet your needs. In some cases, you may qualify for funding through the Skill Advance program to help cover your costs. <https://www.cccs.edu/cfei-customized-job-training-grants/>

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