

SKILLS

For Small Business Grant



**NO-COST TRAINING
OPPORTUNITIES FOR
SMALL BUSINESSES WITH
1 TO 99 EMPLOYEES**



ALAMO
COLLEGES
DISTRICT

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JR Ramon Demolition



JR Ramon Demolition



PARTNERSHIP GRANT PROGRAM

Since 2014 the Alamo Colleges has offered the Texas Workforce Commission (TWC) Skills for Small Business (SSB) Grant Program Consortium Training Courses.

The TWC SSB Grant Program targets businesses with 1 to 99 employees. The program pays up to \$1,800 for each new employee being trained, and \$900 for existing employees per 12-month period.



No-cost upskill training for small business employees!

To participate in the SSB program, a business must:

- Be a private business
- Employ at least one and not more than 99 individuals companywide (including part-time, but not 1099 employees)

NOTE: Only full-time employees are eligible for SSB program training.

- Be liable to be in compliance with the reporting and payment requirements
- Be in compliance with the Texas Business and Commerce Code
- Be current on unemployment insurance
- Pay employees prevailing wages in the state of Texas

If you meet these qualifications, you are eligible to apply for the grant.

EMPLOYER ONLINE APPLICATION 3 STEP PROCESS

Step 1. Go to the website

<https://www.twc.texas.gov/businesses/skills-small-business-employers>

The screenshot shows the Texas Workforce Commission website. The header includes the TWC logo, the text "Texas Workforce Commission", a language dropdown menu set to "English", and navigation links for "Quick Links", "Services", "Programs" (which is underlined), "Data & Reports", and "Agency Information". A secondary navigation bar contains links for "Report Fraud", "Help Desk", "News", "Events", "Find Locations", "Contact Us", and "Careers at TWC", along with a search bar. The main content area features a breadcrumb trail: "Home > Programs > Skills for Small Business Program". Below this is a large blue banner with the text "Skills for Small Business Program" and a faint background image of the Texas state seal.

Overview



Contact Us

Business Services

[877-463-1777](tel:877-463-1777)

Email

skills@twc.texas.gov

Want us to contact you?

[Submit a Contact Request](#)

Step 2. Click on “Apply Now”

Resources

[Apply Now](#)

[America's Small Business Development Centers](#)

[Frequently Asked Questions](#)

Step 3. Complete the application, sign and click finish!





CONSTRUCTION/MANUFACTURING

Accident & Industry

2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

Introduction to specific training techniques involving the safe handling of blood and airborne pathogens as well as general safety and security on the premises. Addresses the right to know and SDS. Outlines Occupational Safety and Health Administration (OSHA) regulations, inspections, penalties, and compliance.

Change Management

2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

Change is something that excites people who love opportunities for growth, to see and learn about new things, or who like to shift the status quo. Some changes, however, are harder to adjust to and lead to expressions of resistance and anger. We can take concrete steps to make change more palatable by understanding people's hesitation, enlisting the help of others, setting up plans, and managing stressors. These steps can also ensure that desired changes are implemented successfully.

CONSTRUCTION/MANUFACTURING ONLINE OR FACE-2-FACE



Cost Estimating

4 Days/16 Hours (Min. 4/Max. 24 students)
Face-2-Face Classroom: \$576 pp
Online Zoom: \$572 pp

Emphasizes the importance of accurate estimating and summarizes the estimating process and the steps in developing an estimate. By the completion of the training participants will be able to: Define the purpose of a cost control methodology. Explain how to perform simple cost analysis; review the project manager's role in controlling cost and tracking rework cost.

Effective Planning & Scheduling

2 Days/8 Hours (Min. 4/Max. 24 students)
Face-2-Face Classroom: \$250 pp
Online Zoom: \$245 pp

As project managers and leads, we all know how difficult it can be to accurately determine the duration of a project, yet that is exactly what is expected of us on a regular basis. This workshop will not disclose the secret of creating an accurate schedule, because there isn't one. However, it will provide the factors and fundamental elements that you should consider and address when creating any type of schedule.

Forklift Operator

Offered only at client's facility using client's forklift
1 Day/8 Hours (Min. 4/Max. 8 students)
Face-2-Face: \$213 pp

Information and training for forklift operators including forklift design, controls and instrumentation, comprehensive pre-use inspection, and forklift stability and factors affecting stability. Includes hands-on training and demonstration of proficiency.

Forklift Operator

1 Day/8 Hours (Min. 4/Max. 8 students)
Face-2-Face: \$246 pp

Information and training for forklift operators including forklift design, controls and instrumentation, comprehensive pre-use inspection, and forklift stability and factors affecting stability. Includes hands-on training and demonstration of proficiency.

Introduction to Lean (Lean Process & Six Sigma)

2 Days/8 Hours (Min. 4/Max. 20 students)
Face-2-Face Classroom: \$214 pp
Online Zoom: \$209 pp

Our Lean Process and Six Sigma workshop will introduce ways of thinking that have changed so many corporations in the world. This workshop will give participants an overview of the Six Sigma methodology, and the tools required to deploy Six Sigma in their own organizations.



CONSTRUCTION/MANUFACTURING ONLINE OR FACE-2-FACE



Occupational Math

4 Days/16 Hours (Min. 6/Max. 20 students)

Face-2-Face Classroom: \$312 pp

Online Zoom: \$306 pp

Demonstrate a mastery of the four basic arithmetic operations; addition, subtraction, multiplication, and division when working with: whole numbers, common fractions, decimal fractions. Distinguish between direct measure and computed measure. Compute area, perimeter, and volume of different geometric examples. Define/solve ratio and pro-portion. Perform right triangle calculations. Use shop formulas for problem solving.



OSHA 10 General Industry Safety

2 Days/12 Hours (Min. 4/Max. 18 students)

Face-2-Face Classroom: \$360 pp

Prepare to meet the OSHA 10 Hour Training Requirements for 29 CFR 1910 General Industry Safety, and cover topics related to General Industry Safety. Upon completion students who attend all class hours will earn their 10 Hour OSHA Safety and Health card.



The Skills for Small Business grant training with Alamo Colleges District has been amazing to our organizations' growth.

Sherrika Arch, President-Straight Line Management

OSHA 30 General Industry Safety

5 Days/34 Hours (Min. 4/Max. 18 students)

Face-2-Face Classroom: \$900 pp

This class will cover the basics of a company safety and health program and the minimum requirements under Federal OSHA and State OSHA. Students will also receive their 30 hour OSHA General Industry Safety and Health Training Card from OSHA after the successful completion of the course.

OSHA 30 Construction

5 Days/34 Hours (Min. 4/Max. 18 students)

Face-2-Face Classroom: \$900 pp

The OSHA training for the Construction Industry course provides students with basic safety and health knowledge to include OSHA policies, procedures, and standards. Special emphasis is placed on those areas that are most hazardous. Upon completion of this course, a wallet card will be issued certifying that the student has completed OSHA training for Construction Industry.

Project Management

2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

The Project Management workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day. Working with project planning documents, such as needs assessments, risk management plan, and a communication plan will provide benefits throughout your organization.



OFFICE/TECHNOLOGY ONLINE OR FACE-2-FACE

Accounting Overview

3 Days/24 Hours (Min. 8/Max. 15 students)

Face-2-Face Classroom: \$458 pp

Students will become familiar with basic accounting concepts and their application to real world applications in the workplace. Overviews of the following topics will be provided: accounting equation and recording journal entries, financial statements, statement of cash flow, inventory costing and analysis, bank reconciliation, depreciation schedule, payroll register, financial statement analysis, budgeting and cost analysis, and bond amortization.

Beginning Business Writing

2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

Writing is a key method of communication for most people, and it is one that many people struggle with. Writing and communication skills have degraded with more people communicating through email and text messaging. Developing writing skills is still important in the business world as creating proper documents (such as proposals, reports, and agendas), giving you that extra edge in the workplace.



Communication Strategies

(Communication and Listening Skills)

4 Days/16 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$393 pp

Online Zoom: \$389 pp

The Communication Strategies workshop will help participants understand the different methods of communication and how to make the most of each of them. These strategies will provide a great benefit for any organization and its employees. They will trickle down throughout the organization and positively impact everyone involved.



“ Every time we invest in training we see big results!

Bianca Rhodes, CEO-Knight Aerospace

Critical Elements of Customer Service

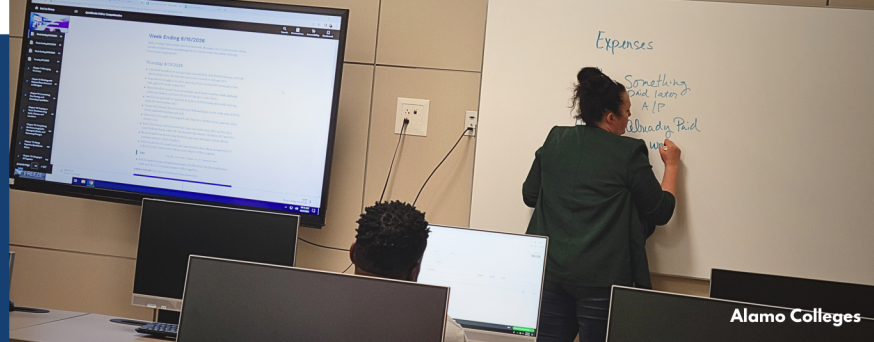
2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

While companies promise to deliver an incredible customer experience, some are better at supplying this than others. This course is designed around six critical elements of customer service that, when a company truly embraces them, bring customers back to experience service that outdoes the competition.





OFFICE/TECHNOLOGY ONLINE OR FACE-2-FACE

Critical Thinking

2 Days/8 Hours (Min. 4/Max. 22 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

We live in a knowledge-based society, and the more critical you think the better your knowledge will be. Critical Thinking will lead to being a more rational and disciplined thinker. It will reduce your prejudice and bias which will provide you a better understanding of your environment. This workshop will provide you the skills to evaluate, identify, and distinguish between relevant and irrelevant information. It will lead you to be more productive in your career and provide a great skill in your everyday life.

Customer Service Workshop

2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

The Customer Service workshop will look at all types of customers and how we can serve them better and improve ourselves in the process. Your participants will have a strong skillset including in-person and over-the-phone techniques, dealing with difficult customers, and generating return business.

Employee Motivation

2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

The Employee Motivation workshop will give participants several types of tools to become a great motivator, including goal setting and influencing skills. Participants will also learn about five of the most popular motivational models, and how to bring them together to create a custom program.

Interpersonal Skills

2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

We have all met that dynamic, charismatic person that just has a way with others, and has a way of being remembered. This workshop will help participants work towards being that unforgettable person by providing communication skills, negotiation techniques, tips on making an impact, and advice on networking and starting conversations.



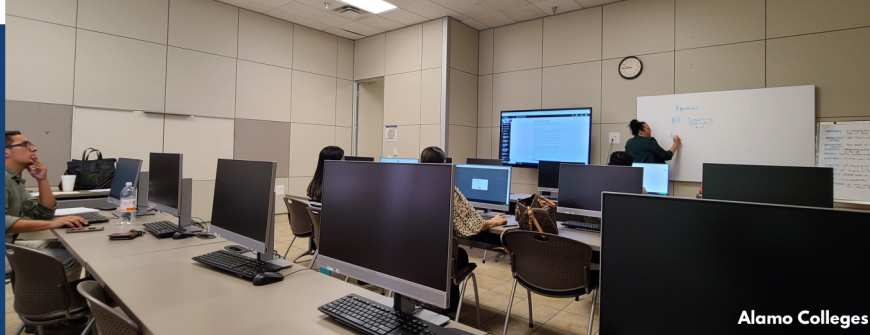
Workplace Diversity

2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

Diversity training is extremely important in today's multi-culturally rich workplaces. Workplace Diversity Training enables trainers to enhance communication and understanding, as well as educating employees and supervisors to support the wealth of talent, ideas, and skills within our workplaces. In this one-day training course trainers can help participants learn how to bring together various needs, backgrounds, and strengths in a respectful way.



OFFICE/TECHNOLOGY FACE-2-FACE

Microsoft Excel Level I

1 Day/8 Hours (Min. 4/Max. 17 students)
Face-2-Face Classroom: \$235 pp

Microsoft Excel 2021 & 365: Level 1 covers key introductory Excel skills. Among others, topics in Level 1 include entering, editing, and formatting entries; selecting cells and ranges; creating and modifying basic formulas; inserting charts and tables; creating a template; and sorting and filtering data.

Microsoft Excel Level II

(Prerequisite Excel Level I)

1 Day/8 Hours (Min. 4/Max. 17 students)
Face-2-Face Classroom: \$235 pp

Microsoft Excel 2021 & 365: Level 2 covers key intermediate Excel skills. Among others, topics in Level 2 include themes, cell styles, and number formats, as well as functions for dates, numbers, and text.

Microsoft Excel Level III

(Prerequisite Excel Level II)

1 Day/8 Hours (Min. 4/Max. 17 students)
Face-2-Face Classroom: \$235 pp

Microsoft Excel 2021 & 365: Level 3 covers key advanced Excel skills. Among others, topics in Level 3 include tables, financial functions, what-if analyses, Pivot Tables and Pivot Charts, workbook protection, collaboration.

Microsoft Outlook 2021

1 Day/8 Hours (Min. 4/Max. 17 students)
Face-2-Face Classroom: \$235 pp

This course is designed for trainees to learn the basics of Microsoft Outlook. Trainees will cover the ribbon interface, navigation in Outlook, setting up email options, calendar, sharing, and attachments.

Microsoft PowerPoint 2021

1 Day/8 Hours (Min. 4/Max. 17 students)
Face-2-Face Classroom: \$235 pp

Introduction to computerized presentation graphics that leads the participant through planning, design, and production of business graphics and charts. Presentation files are produced utilizing multimedia software.

Microsoft Word 2021 Level I

1 Day/8 Hours (Min. 4/Max. 17 students)
Face-2-Face Classroom: \$235 pp

Microsoft Word 2021: Level 1 covers key introductory Word skills. Among others, topics in Level 1 include creating and saving documents, printing documents, creating tables, inserting shapes and pictures, applying styles, inserting comments, using Track Changes, executing a mail merge, and generating envelopes and labels..

Microsoft Word 2021 Level II

(Prerequisite Word 2021 Level I)

1 Day/8 Hours (Min. 4/Max. 17 students)
Face-2-Face Classroom: \$235 pp

Microsoft Word 2021: Level 2 covers key intermediate Word skills. Among others, topics in Level 2 include formatting with styles and creating a table of contents and an index.

Microsoft Word 2021 Level III

(Prerequisite Word 2021 Level II)

1 Day/8 Hours (Min. 4/Max. 17 students)
Face-2-Face Classroom: \$235 pp

Microsoft Word 2021: Level 3 covers key advanced Word skills. Among others, topics in Level 3 include securing documents, creating, and running macros, and converting documents to web pages.



LEADERSHIP

ONLINE OR FACE-2-FACE

Coaching & Mentoring

2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

Coaching and Mentoring focuses on how to better coach your employees to higher performance. Coaching is a process of relationship building and setting goals. How well you coach is related directly to how well you are able to foster a great working relationship with your employees through understanding them and strategic goal setting.



Conflict Resolution Workshop

2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

In the Conflict Resolution workshop, participants will learn crucial conflict management skills, including dealing with anger and using the Agreement Frame. Dealing with conflict is important for every organization no matter what the size. If it is left unchecked or not resolved it can lead to lost production, absences, attrition, and even law suits.



Creative Problem Solving

2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

The Creative Problem-Solving workshop will give participants an overview of the entire creative problem-solving process, as well as key problem-solving tools that they can use every day. Skills such as brainstorming, information gathering, analyzing data, and identifying resources will be covered throughout the workshop.

Generations in the Workplace

2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

This workshop will help participants understand the various generations present at work, and understand what motivates them and how to work with each generation on a daily basis. Both the younger and older worker will have many ideas to offer, which will only help the organization thrive in the marketplace. Learning how to manage and leverage the gaps in these generations will help participants become better co-workers and/or managers.

Supervising Others

2 Days/8 Hours (Min. 4/Max. 22 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

The Supervising Others workshop will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.

“

The training has benefited our operations greatly just by offering an avenue that we're able to onboard our new hires quicker by offering them the curriculum that Alamo Community College presents.

Timothy Ramon, President-JR Ramon Demolition

Teamwork & Team Building

2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

The Teamwork and Team Building course will encourage participants to explore the different aspects of a team, as well as ways that they can become a top-notch team performer. Your participants will be given the details and concepts of what makes up a team, and what factors into being a successful team and team member.

The Supervisors' Survival Guide

2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

The Supervisor's Survival Guide focuses on managing employees without creating legal risk for the organization. Participants will get a crash course on the core legal obligations of a supervisor while learning to protect themselves and the organization. Concepts and skills of leadership in the work setting.

Time Management

2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

The Time Management course will cover strategies to help participants learn these crucial strategies. Your participants will be given a skill set that include personal motivation, delegation skills, organization tools, and crisis management. We'll cover all this and more during this course.



“The Skills for Small Business Program has helped my team to become more oriented towards their goal targets, and plan their workloads so that they are not stressed out.”

Niti Vane, Ph.D. CEO- iGenomeDx

Workplace Harassment/Sexual Harassment

2 Days/8 Hours (Min. 4/Max. 24 students)

Face-2-Face Classroom: \$214 pp

Online Zoom: \$209 pp

Harassment can be based on a variety of factors that differ from the one doing the harassment, such as race, sex, and disability. Experiencing uncomfortable situations in the workplace may be more than an offense against an individual. It can be a crime committed against the law, which is why this topic has become a very important for every organization.



Gina Barron
Executive Administrative Assistant
iGenomeDx

HEALTHCARE PROVIDER FACE-2-FACE



Dr. Jonathan Kirkwood

Fyzical Therapy & Balance Center, Stone Oak

First Aid/CPR/BLS for Healthcare Providers

1 Day/8 Hours (Min. 6/Max. 12 students)
Face-2-Face Classroom: \$349 pp

This course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an AED. Reflects science and education from the American Heart Association Guidelines Update for CPR.

Refresher First Aid/CPR/BLS Support for Healthcare Providers

1 Day/4 Hours (Min. 6/Max. 12 students)
Face-2-Face Classroom: \$245 pp

This course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an AED. Reflects science and education from the American Heart Association Guidelines Update for CPR. **Students MUST have an active certified card to enroll in the refresher course.**



NON-HEALTHCARE PROVIDER FACE-2-FACE

CPR/AED/BBP for Non-Healthcare Providers

1 Day/8 Hours (Min. 6/Max. 12 students)
Face-2-Face Classroom: \$337 pp

The Heartsaver Total course path of the Heartsaver® First Aid CPR AED course is taught in a classroom setting with focus on lifesaving first aid skills related to your employment. From electrical burns to bleeding this course will show you what to do in the event of an emergency until professional help arrives. The Bloodborne Pathogens course is designed for individuals who are at risk for on-the-job exposure to blood and other bodily fluids in the workplace. **Those who complete the training receive a Bloodborne Pathogens Training certification valid for one year.**

Refresher CPR/AED/BBP for Non-Healthcare Providers

1 Day/4 Hours (Min. 4/Max. 12 students)
Face-2-Face Classroom: \$233 pp

This course is designed for those critical skills needed to respond to and manage an emergency until emergency medical services arrive. CPR skills covered in this course include first aid; choking relief in adults, children, and infants; and what to do for sudden cardiac arrest in adults, children, and infants. The Bloodborne Pathogens course is designed for individuals who are at risk for on-the-job exposure to blood and other bodily fluids in the workplace. Those who complete the training receive a Bloodborne Pathogens Training certification valid for one year. **Students MUST have an active certified card to enroll in the refresher course.**

CHILDCARE PROVIDER ONLINE

*Alamo Colleges in partnership with Workforce Solutions Alamo
Texas Rising Star Approved Business Courses (CEU - .4)*

Overview of Communication Strategies

1 Day/4 Hours (Min. 4/Max. 24 students)

Online Zoom: \$131 pp

The Communication Strategies workshop will help participants understand the different methods of communication and how to make the most of each of them. These strategies will provide a great benefit for any organization and its employees. They will trickle down throughout the organization and positively impact everyone involved.

Overview of Employee Motivation

1 Day/4 Hours (Min. 4/Max. 24 students)

Online Zoom: \$131 pp

The Employee Motivation workshop will give participants several types of tools to become a great motivator, including goal setting and influencing skills. Participants will also learn about five of the most popular motivational models, and how to bring them together to create a custom program.

Overview of Teamwork & Team Building

1 Day/4 Hours (Min. 4/Max. 24 students)

Online Zoom: \$131 pp

The Teamwork and Team Building course will encourage participants to explore the different aspects of a team, as well as ways that they can become a top-notch team performer. Your participants will be given the details and concepts of what makes up a team, and what factors into being a successful team and team member.

Overview of Change Management

1 Day/4 Hours (Min. 4/Max. 24 students)

Online Zoom: \$131 pp

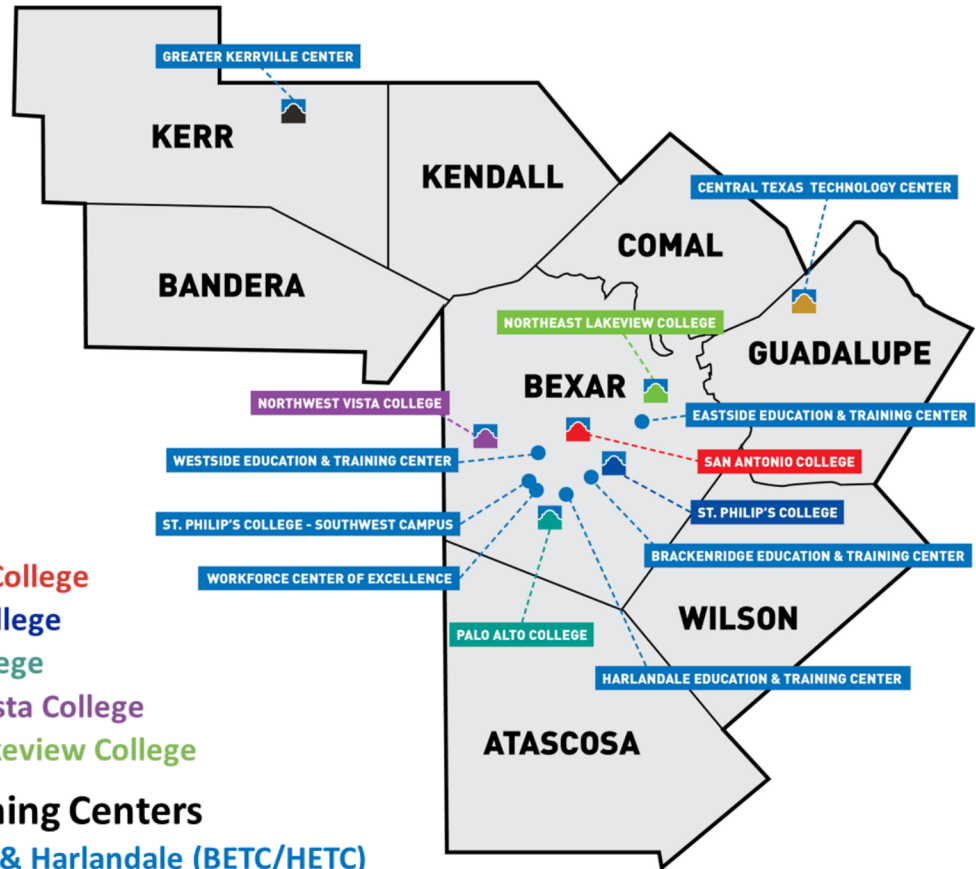
Change is a constant in many of our lives. All around us, technologies, processes, people, ideas, and methods often change, affecting the way we perform daily tasks and live our lives. Having a smooth transition when change occurs is important in any situation and participants will gain some valuable skills through this workshop. The Change Management class will give any leader tools to implement changes more smoothly and to have those changes better accepted. This workshop will also give all participants an understanding of how change is implemented and some tools for managing their reactions to change.



WHO WE ARE AND WHAT WE DO WELL

The Alamo Colleges District Family

Serving 8 Counties



5 Colleges

- San Antonio College
- St. Philip's College
- Palo Alto College
- Northwest Vista College
- Northeast Lakeview College

7 Education & Training Centers

- Brackenridge & Harlandale (BETC/HETC)
- Central Texas Technology (CTTC)
- Eastside (ETTC)
- Greater Kerrville (GTC)
- Westside (WETC)
- Workforce Center of Excellence (WCOE)

2023 New Centers

- Northeast (NWETC)
- Southside (SETC)



Center Operation Mission Statement

The Centers serve as “one stop centers” that meet community members where they are and provide academic and workforce training for student success.

OUR EDUCATION TRAINING CENTERS

Brackenridge & Harlandale Training Centers (BETC & HETC)

532 N. Center, San Antonio, TX 78202 210-485-0280



What does the center have to offer?

- Information on Alamo Colleges
- Admissions Processing (ApplyTexas)
- Assessment of Basic Skills (TSI/TABE)
- Financial Aid Information & Processing (FAFSA/TASFA)
- Assistance with Registration (Academic & Workforce Training)
- Career Exploration (Career Coach)
- GED®/ESL Classes
- Skills for Small Business Program and Workforce Development Training Classes

Eastside Education Training Center (EETC)

4551 Dietrich Rd., San Antonio, TX 78219 210-485-0848



What does the center have to offer?

- Training and Certification in High-Demand Skills including: Medical Assisting, Certified Nursing Assistant, Medical Front Office, and Community Health Worker
- GED® Preparation and Testing
- Basic Adult Literacy Education
- Ready to Work
- Skills for Small Business Program and Workforce Development Training Classes

Westside Education Training Center (WETC)

563 SW 40th St., San Antonio, TX 78237 210-485-0240



What does the center have to offer?

- Adult Education and Academic Programs
- Community Health Worker Certification
- SA Ready to Work
- CASAS Testing
- TSI (Texas Success Initiative Assessment) Testing
- GED®/ESL Classes
- Skills for Small Business Program and Workforce Development Training Classes





iGenomeDx

OUR EDUCATION TRAINING CENTERS

Southside Education Training Center (SETC)

1760 Martinez Losoya Rd., San Antonio, TX 78221 210-485-0677



What does the center have to offer?

- College Enrollment Assistance
- Career Exploration and Navigation
- Adult Education & Literacy:
 - ESL
 - HSE/GED®
- High-Demand Workforce Training Programs
- Testing Assessment Center
- Computer Lab
- Skills For Small Businesses Program Training Classes

Greater Kerrville Center (GTC)

1012 Barnett St., Kerrville, TX 78028 830-896-0049



What does the center have to offer?

- Information on Alamo Colleges
- Admissions Processing (ApplyTexas)
- Assessment of Basic Skills (TSI/TABE)
- Financial Aid Information & Processing (FAFSA/TASFA)
- Assistance with Registration (Academic & Workforce Training)
- Skills for Small Business Program and Workforce Development Training Classes

Workforce Center of Excellence (WCOE)

203 Norton Street, San Antonio, TX 78211 210-485-0800



What does the center have to offer?

- Seven-screen Conference Center
- Small and Executive Boardrooms
- Public Access & Reservable Computer Labs
- Certiport Testing Location
- MSSC Testing
- PearsonVUE Test Center 81361
- Skills for Small Business Program and Workforce Development Training Classes



FREQUENTLY ASKED QUESTIONS

Last Updated: 6/2022

These Frequently Asked Questions (FAQ) were developed as a supplement to the Skills for Small Business (SSB) Application.

The DocuSign application, FAQ updates and more Skills for Small Business information can be found on the Skills for Small Business for Employers Web page <https://www.twc.texas.gov/businesses/skills-small-business-employers>

Any questions about this the SSB program can be directed to skillsforsmallbusiness@twc.texas.gov

ABOUT THE PROGRAM

1. Q: How long will the program be available?

A: Skills for Small Business has no expiration. Therefore, businesses may submit applications to the Texas Workforce Commission Business and Education Grants Department at any time.

The recently passed initiative to allow Childcare facilities to receive training through the Skills for Small Business Program is available until 2024.

2. Q: What is the purpose of the Skills for Small Business Program?

A: The purpose of the program is for small businesses to enhance their businesses' operations by obtaining training needed to upgrade their new and incumbent employee's skills.

3. Q: What types of courses are funded?

A: Credit, continuing education, online and non-published courses that are applicable to the business needs and operations are eligible for funding. The college must be able to document and track all courses for reporting purposes. The business will be asked on the application to explain how the course(s) and resulting training will enhance its operations. Note: College catalog course descriptions are not the same explanation of training need/benefit to the business.





4. Q: Are there courses that TWC would not consider for funding?

A: TWC will not consider funding for trainings used to obtain or further a degree. The intent of this program is not to fund an individual's pursuit of a degree, but to enhance the performance of the entire business. Therefore, courses that are core requirements of a degree program that an individual is pursuing that do not have an immediate positive impact on and/or clear connection to the business' operations will not be funded. An example would be a window installation business that applies for funding for one of its workers who wants to take courses in English and Biology as part of his bachelor's degree program.

5. Q: What is the benefit of a small business applying for a Skills for Small Business grant instead of a regular Skills Development Fund grant?

A: The benefit of applying to the Skills for Small Business program is that, if the application is approved, the business can access published or non-published courses in the technical or community college and receive the training the business needs for their employees faster and without the need to customize or develop the courses..

If a small business needs customized courses or program development then they should contact TWC's Employer Outreach Team at (877) 463-1777 or by e-mail at SkillsforSmallBusiness@twc.texas.gov to discuss the Skills Development Fund program which does allow for customized courses. development.

6. Q: Can a business participate in both Skills for Small Business and Skills Development Fund grant simultaneously?

A: Yes. The specific training being offered under each grant program for the business must be different. No duplication of the same skill training between the two grants is allowed.

7. Q: If a trainee participates in one fiscal year, can the business reapply for that individual to participate in the next fiscal year?

A: Training is not based on a fiscal year, but rather on a 12-month period. The program pays up to \$1,800 for each new employee being trained and \$900 for existing employees per 12- month period.

8. Q: Does this program restrict a business from leveraging the funding from a Skills for Small Business grant with other grants or funding sources, such as Texas Public Education Grants (TPEG) and Pell Grants?

A: No.

9. Q: Who are the grant applicants and administrators for these grants?

A: Technical and community colleges and the Texas A&M Engineering Extension Service (TEEX) are the administrators of the Skills for Small Business grant. However, not all colleges chose to participate in the Skills for Small Business program, the small business can reach out to TWC via email at SkillsforSmallBusiness@twc.texas.gov or directly to the college they would like to training from to find out if they participate in the program. If the college does not currently participate TWC's Employer Outreach Team will reach out to them to see if they would like to participate.

The small business is the grant applicant and must complete the application, which identifies the training needs and requested course(s) and submits it directly to TWC. TWC evaluates the application and sends a funding notice to the small business and college. The college will provide the training and administer the grant.

10. Q: If a trainee lives in one college district and works in another, how is enrollment eligibility determined?

A: In most cases, the eligible college will be determined based on the location of the business.

11. Q: Do businesses pay the college for the training and be reimbursed by TWC?

A: No funds are disbursed to businesses. The college receives funding through a grant from TWC for the approved training. In some cases, the grant funding covers all tuition and fees, and in others it covers only a portion of those costs. The business is responsible for any costs not covered by the grant.

12. Q: Is the application online?

A: Yes, the online application can be found in the following link: [Skills for Small Business application](#). The application can also be accessed through the [Skills for Small Business website](#) by clicking the "Apply Online" link in the lower left-hand corner.



BUSINESS QUESTIONS

13. Q: Is the business required to pay participating employee(s) prevailing wage when training starts or by the completion of the training course(s)?

A: The prevailing wage is a statutory requirement and must be paid to employees at the time the application is submitted. As part of the review process, TWC will determine if the wages identified in the application meet this requirement.

14. Q: Is the business required to provide benefits for participating employee(s)?

A: No. However, businesses must comply with the Fair Labor Standards Act (FLSA), 29 U.S.C. Chapter 8. (If employees are required by the business to attend the identified courses outside of standard work hours, the business must ensure appropriate compensation, in compliance with the FLSA.)

15. Q: Must participating businesses provide matching funds or make an in-kind contribution?

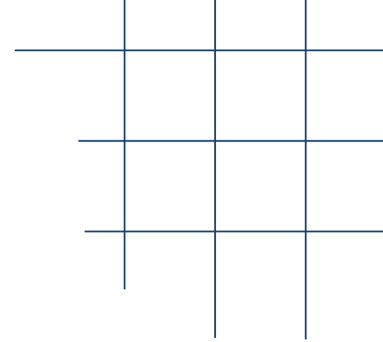
A: No.

16. Q: Is the business responsible for collecting Social Security numbers (SSN), wage and hire date information, and providing it to TWC and the college?

A: Yes. Once a business' application is determined to be fundable, TWC will notify the business and the college, an attachment will be included for the business to provide TWC and the college with the required information from each participating employee, including:

- Employee's full name, middle initial (if applicable), and last name
- Employee's Social Security number*
- Employee's mailing address
- Employee's birth date
- Employee's veteran status (Yes or No)
- Employee's hire date

* IMPORTANT: There is no alternative to the use of a SSN as the identifier of individual employees participating in the Skills for Small Business program. Employees who do not allow the release of this information to TWC will not be able to participate in the program.



17. Q: Is there a minimum or maximum number of employees that a business must have participating in training?

A: No. A business may have any or all of its employees participate in training. Since a small business is defined as one that employs at least one individual and not more than 99 individuals' companywide, the minimum number of employees is one and the maximum number is 99.

Self-employed individuals are not eligible to participate in the Skills for Small Business program.

18. Q: Are there restrictions on companies who are affiliated with corporations?

A: Yes. The program does not extend to those business entities that are associated with a corporate office, or part of a larger business, multiple business entity, or corporation; the program was designed to assist stand-alone business entities with training needs.. Funding for these types of entities may be applied for under the Skills Development Fund program.

19. Q: Can a new employee take more than one course in a 12-month period if the total cost of those courses does not exceed the \$1,800 limit covered under this program?

A: Yes, the program will cover up to \$1,800 of tuition costs in a 12-month period for a new employee.

20. Q: Are only full-time employees eligible training participants or will part-time employees be able to participate as well?

A: Only full-time, permanent employees may participate in the program.

21. Q: Is there someone available to help a business fill out the application form?

A: There are several options for businesses to receive assistance. TWC's Employer Outreach Team is available and can be reached at (877) 463-1777 or by e-mail at SkillsforSmallBusiness@twc.texas.gov

22. Q: I am a small business owner; do I qualify for training funds?

A: Business owners who are W-2 employees and meet all eligibility criteria, could be considered for Skills for Small Business-funded training.



23. Q: What types of businesses are eligible to participate in this program?

A: Private for profit and private non-profit businesses are eligible to participate., Community-based organizations, publicly funded entities and other public non-profits are not eligible for this program.

A separate \$1M initiative was recently approved to allow private for profit and private non-profit Childcare facilities to receive training through 2024.

24. Q: What if a business requests a training course the college does not offer?

A: Businesses must use the active college catalogs and course schedules to select requested training.

25. Q: What is the deadline for submitting an application for training under Skills for Small Business?

A: Applications should be submitted at least two weeks prior to and no more than six weeks in advance of requested training. This will provide enough time for application processing and working with the local community college to enroll employees in any approved selected training. Training cannot be considered or funded retroactively.

Please note unreadable or incomplete applications cannot be accepted. Any unreadable documents received will be returned with required information identified for revision/completion and application resubmission.

26. Q: Will the Local Workforce Development Board be made aware of a business' Skills for Small Business award?

A: When a project is approved by TWC, the Board will be copied on the e-mail notification to the business and college.

27. Q: Is the business required to list job postings in Work in Texas?

A: It is not a requirement, but we encourage businesses to take advantage of this service.



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www.alamo.edu/skillsforsmallbusiness

