



Small Business Direct Access Program

Essential Soft Skills for the Workplace
Workshop Series



Small Business Direct Access Program

- A Workforce Training Fund Grant
- <http://workforcetrainingfund.org/>
- All Workforce Training Fund Grants are funded through a percentage of the unemployment insurance an employer pays per employee.
- This means these training dollars belong to your company.

Please use them!



Common Questions

- How do I access training dollars?
- Where do I find training?
- Who are the training providers?
- What other criteria is involved?
- How many employees can I send?
- What are my responsibilities?

MA Training Exchange

- The MA Training Exchange is a brand new directory for the Small Business Direct Access Program.
- All the information you will need to participate is housed in the directory.
- So Let's Go There!!
- <https://masstrainingexchange.org/>

Batches! (Location & Schedule)

- Locations: QCC Main Campus, Worcester, QCC Southbridge Campus, Marlborough Chamber
- September 24th- November 21st
- Tuesday and Thursday
- 8:00am-12:00pm



Soft Skills Workshops Topics

- Essential Business Skills
- Time Management
- Conflict Resolution
- Presenting with Impact
- Communication with Clarity & Impact
- Creative Problem Solving & Decision Making