



**FREE COURSES** to help with your business!

Augusta Technical College is offering access to **10** online courses that are useful in any work environment.

- Ten Soft Skills You Need
- Attention Management
- Business Etiquette
- Customer Service
- Emotional Intelligence
- Goal Setting and Getting Things Done
- Job Search Skills
- Telework and Telecommuting
- Time Management
- Workplace Diversity

Personal and professional growth are essential to a competent workforce. A top priority of Georgia’s employers is to equip present and future employees with the skills needed to keep businesses productive and competitive. In an effort to support our communities, business and industry, and individuals in this time of need, the Office of Continuing Education and Workforce Training is now offering **FREE classes** to help meet this priority. These 10 basic soft-skills courses are self-paced, 100% online, and encompass a variety of topics useful in any work environment. Most courses run 90-110 minutes in length. Once you complete a course, you will receive a personalized certificate of completion via email from the Technical College System of Georgia.

To access these classes and learn more visit:

[TCSG Economic Development Professional Development and Online Training](#)

Should you have any issues, please contact:  
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