



HUDSON FOR BUSINESS

Government Training Catalog
2026-2027

ABOUT US

At Hudson for Business, we empower employers, entrepreneurs, and government organizations with the training and tools they need to succeed.

Training Features:

We offer a wide range of courses led by industry experts with over 15 years of experience.

Staff Development Day:

We provide dedicated professional development training, customized to meet your team's unique needs.

Interested in a single course?

You can also select individual courses based on your team's needs.

Flexible Scheduling:

Training can be held any day, Monday- Friday

- Journal Square, North Hudson Campus
- On-Site COH Location
- Virtual/Hybrid



STAFF DEVELOPMENT DAY TRAINING

Train your team for success:

Ready to develop your team? Discover specialized training and fresh ideas at our Staff Development Day designed to help your team thrive.

How It Works:

- We start with a 30-minute consultation.
- We customize the training built for your goals or you can select from our catalog.
- You choose the format – On-site, online, or on campus.
- Managers will meet with the instructor prior to the Professional Development Day.
- Training is delivered, and your team sees measurable impact.
- Certificate of completion upon finalization of training.

We Deliver Results – Expert instructors. Measurable impact.



Ready to Get Started?

Contact Joyce Alvarez at jsalvarez@hccc.edu.

DATA & PRODUCTIVITY ACCELERATOR PACKAGE



Excel Essentials (12 Hours)

Master formulas, charts, pivot tables, and core data organization.



Business Communications

Master professional writing, presentations, and workplace communication essentials



Time Management (2.5 Hours)

Prioritization frameworks, scheduling systems, and goal-setting strategies.



Excel Intermediate (12 Hours)

Advanced reporting, dashboards, workflow optimization, and decision support tools.

BUSINESS COMMUNICATION



Business and Report Writing (4 Hours)

Master the art of clear, professional writing to communicate effectively and drive better business decisions.



Business Etiquette (2.5 Hours)

Build your professional image and foster respectful workplace relationships that open doors.



Communication Strategies (2.5 Hours)

Unlock powerful communication skills to enhance teamwork and influence outcomes.



Time Management (2.5 Hours)

Learn proven techniques to boost your productivity, meet deadlines, and reduce work stress.

CUSTOMER SERVICE AND REPORTING



Customer Service Excellence (5 Hours)

Communication systems and productivity in distributed environments.



Report Writing for Case Managers (4 Hours)

Create precise, well-organized reports that improve case tracking and client outcomes.



Report Writing for Law Enforcement Officers (4 Hours)

Craft clear, accurate reports that stand up to scrutiny and support justice.



ChatGPT Productivity Strategies (2.5 Hours)

Leverage AI to streamline your workday and amplify your productivity.

WORKPLACE BEHAVIOR



Anti-Harassment (2.5 Hours)

Promote a safe, respectful workplace by understanding and preventing harassment.



Conflict Resolution (5 Hours)

Turn conflicts into collaboration with effective resolution techniques.



Diversity in the Workplace (2.5 Hours)

Cultivate an inclusive culture that drives innovation and engagement.



Team Building (4 Hours)

Build stronger teams that communicate, collaborate, and succeed together.

LEADERSHIP & MANAGEMENT



Leadership Skills for Directors (2.5 Hours)

Develop strategic leadership skills to guide your team to success.



Leadership Skills for Supervisors (10 Hours)

Equip yourself with hands-on leadership tools to inspire and manage your team.



Performance Management (2.5 Hours)

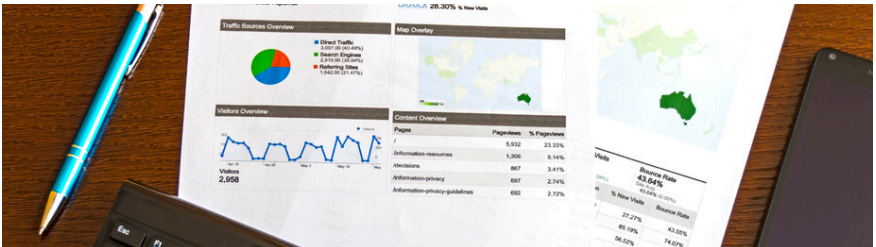
Drive employee growth and align performance with organizational goals.



Change Management (5 Hours)

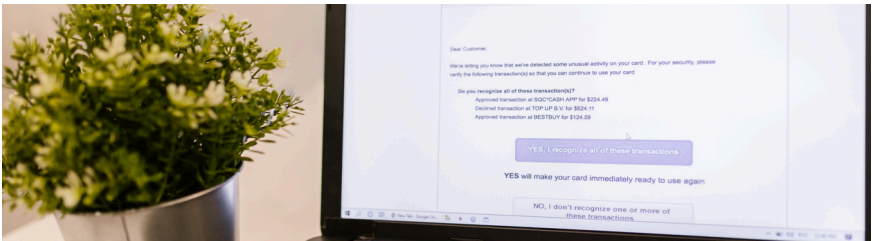
Lead change confidently, ensuring smooth transitions and employee buy-in.

MICROSOFT WORD & PUBLISHING



Microsoft ACCESS (4 Hours)

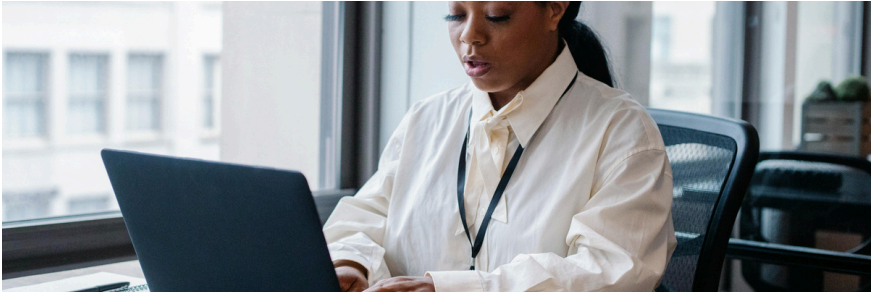
Efficiently organize and manage complex data with powerful database skills.



Outlook (2.5 Hours)

Take control of your email, calendar, and contacts to stay organized and responsive.

MICROSOFT WORD & PUBLISHING



Microsoft Word (Basic to Advanced)

Advance from basic to expert, creating professional documents with tables, templates, and automation.
(12 hours per level)



Microsoft Publisher (2.5 Hours)

Design eye-catching marketing materials that enhance your brand.

SPECIAL COURSES



Microsoft Co-Pilot (10 Hours)

Harness AI-driven automation to work smarter, not harder.



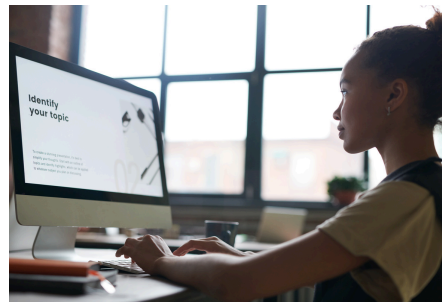
AI Training for Government Employees (2.5 Hours)

Learn to use AI responsibly in government work, focusing on ethics, security, and improving efficiency.



Adobe Photoshop (5 Hours)

Learn essential Photoshop tools and form creation for designing and managing digital documents efficiently.



Adobe Illustrator (5 Hours)

Build Adobe Illustrator skills to create polished graphics, logos, and marketing materials.

AI-POWERED BUSINESS TOOLS



[Inside ChatGPT \(2.5 Hours\)](#)

Explore how to use ChatGPT for business tasks like email writing, content creation, research, and daily productivity



[Inside Google Gemini \(2.5 Hours\)](#)

Discover how Gemini integrates with Google tools to support research, content generation, and real-time business insights.



[AI for Content Creation \(2.5 Hours\)](#)

Create engaging posts, captions, and marketing content in minutes using AI-powered tools.



[Automate Communications with AI \(2.5 Hours\)](#)

Streamline repetitive tasks like emails, scheduling, and customer responses to save time and increase efficiency.

OUR TEAM



Jaime Pardo

Director of Operations & Business Client Training

Jaime has extensive leadership experience across Financial Services and Higher Education, delivering a strong track record of driving results and fostering growth.



Joyce Alvarez

Coordinator

Joyce brings strong experience in program coordination, stakeholder engagement, and ensuring smooth scheduling and staffing.



Laura Riano

Coordinator

Laura manages grant-funded training at Hudson for Business, building strong partnerships and ensuring successful implementation to meet community and industry needs.

Scan the QR code to contact us:

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