



Free Business Training

Course catalog 2025-2026



Hudson for Business, powered by Hudson County Community College (HCCC), equips New Jersey's employers with the skills to stay competitive, tech-savvy, and future-ready. Whether for a team or an individual, our training solutions keeps businesses, non-profits, and corporations ahead of industry trends, mastering new technologies, and building the workplace skills that fuel productivity and growth.

Program Features:

- **Wide range of Courses:**

- Communication & Soft Skills
- Technology and Software
- Marketing Fundamentals
- ESL for Business

- **Expert-led Instruction**

- Learn from seasoned professionals with real-world industry experience.

- **Flexible Scheduling**

- Workshops can be held any day Monday-Sunday at:
 - JSQ/NHC Campus
 - Your business location
 - Virtual/Hybrid

- **Tailored Curriculum for Dedicated courses**

- Workshops designed for businesses with 10+ employees

- **Open Enrollment**

- Workshops designed for individual professional development

- **Who is Eligible:**

- Employees working 20+ hours per week at businesses or non-profits
- Government employees are not eligible

Digital Proficiency

Excel Intermediate

This course will introduce participants to the basics of Excel covering spreadsheet creation, formulas, functions, and basic formatting. Each level reinforces foundational elements and introduces more efficient ways to organize data

Introduction to Canva

Learn how to design eye-catching graphics, presentations, and marketing materials with Canva's easy-to-use tools. This workshop covers the basics of creating professional designs, using templates, and customizing visuals for work or personal projects.

Excel Advanced

This course will introduce participants to more advanced activities such as charts, linking worksheets, and incorporating visuals and using pivot tables effectively.

Managing Microsoft Outlook

Boost your productivity by mastering Microsoft Outlook. This workshop teaches you how to organize emails, manage your calendar, set reminders, and use task features to stay on top of your workday

Cybersecurity for Professionals

Protect yourself and your workplace from online threats. This workshop covers essential practices for safe browsing, strong password management, recognizing phishing attempts, and safeguarding sensitive information.

Building a Brand on social media

Discover how to create a strong online presence and connect with your audience. This workshop explores strategies for developing your brand voice, choosing the right platforms, and using content to grow engagement and visibility.

AI and Project Management

Explore how artificial intelligence is transforming project management. This workshop introduces AI tools that streamline planning, improve task tracking, enhance collaboration, and support smarter decision-making for successful projects.

ChatGPT for Content Creation

Learn how to harness the power of AI to streamline your content creation process. This workshop covers generating ideas, drafting written content, optimizing for clarity and engagement, and integrating AI tools effectively into your workflow.

All courses above are a maximum of 8 hours each

Soft Skills

Personal Branding on LinkedIn

Learn how to showcase your professional identity and grow your network online. This workshop covers creating a compelling personal brand, optimizing your LinkedIn profile, and leveraging the platform to connect with opportunities and expand your professional presence.

Personal Finance Management

Gain the skills to take control of your finances and make informed decisions. This workshop covers budgeting, saving, managing debt, and planning for short- and long-term financial goals to build a stronger financial future.

Mastering Interviews

Prepare to make a strong impression and succeed in any job interview. This workshop covers interview techniques, answering common and challenging questions, professional communication, and strategies to confidently showcase your skills and experience.

Real Estate Market Research

Explore the fundamentals of the real estate industry and gain insights into careers, market trends, and investment opportunities. This workshop provides a practical overview for those interested in understanding how real estate works and how to navigate the field successfully.

Resume Building with ChatGPT

Learn how to create a polished, professional resume using AI tools. This workshop guides you through structuring your resume, highlighting key skills and achievements, and leveraging ChatGPT to generate clear, impactful content tailored to your career goals.

Present Like a PRO

This course is designed to introduce participants to strengths as a presenter and developing a professional presence. In addition to establishing rapport with the audience, reducing nervousness, building self-confidence, body language, and exploring the significance of audience profiles.

Grant Writing

This workshop will teach participants how to research funding opportunities, align your project with grant requirements, and write clear, persuasive narratives. Participants will leave with practical strategies and tools to increase their chances of securing funding.

Budget Analysis

Learn practical strategies to create, manage, and analyze budgets that support organizational goals. Whether you're overseeing a department, managing a project, or tracking operating expenses, this course equips you with the tools to align spending with strategy.

All courses above are a maximum of 8 hours each

Skill-Building

Customer Service Excellence

Learn how to identify customer base. Critical elements such as procedures, culture, problem-solving, measurement, and reinforcement. Participants will be equipped to demonstrate confidence and skill as problem solvers, ensuring the delivery of excellent customer service.

Self-Management & Productivity

Enhance your efficiency and achieve your goals by mastering time management and organizational skills. This workshop covers prioritizing tasks, minimizing distractions, setting achievable goals, and developing habits that boost personal and professional productivity.

Team Building

Enhance collaboration and strengthen workplace relationships through interactive exercises and practical strategies. This workshop focuses on improving communication, fostering trust, resolving conflicts, and creating a more cohesive, high-performing team.

Delegating Effectively

Master the art of assigning tasks and responsibilities to maximize team productivity and efficiency. Covers strategies for clear communication, trust-building, prioritizing work, and empowering team members while maintaining accountability.

Coaching and Mentoring

Develop the skills to guide and support others for professional growth and improved performance. This workshop covers effective coaching techniques, providing constructive feedback, building trust, and fostering a culture of learning and development within your team.

Time Management

Learn how to establish clear work priorities to successfully and efficiently manage and achieve multiple work objectives and goals. Acquire the skills to create structured schedules, set realistic deadlines, and optimize productivity.

All courses above are a maximum of 8 hours each

Interpersonal Skills

Communication for Leaders

This course is design for participants will gain a skill set, including active listening and questioning, and learn to create clear explanations while addressing assumptions. Including decision-making, the seven-phase critical thinking model, and fosters a critical thinking mindset through engaging activities.

E-mail Etiquette Essentials

Learn how to communicate clearly and professionally through email. This workshop covers proper formatting, tone, and structure, as well as tips for responding promptly, managing threads, and avoiding common email pitfalls.

Managing Stress & Emotional Resilience

Learn to manage your own emotions while effectively responding to the emotions of others. Covers self-awareness, empathy, emotional regulation, and interpersonal communication strategies to improve teamwork, leadership, and overall workplace performance.

Leadership Skills for Supervisors

This course will assist students to understand the various supervision styles most common to businesses, develop flexibility in how these styles are implemented, and determine ways they can meet employee needs while remaining focused on the goals of the business.

Relationship Building for Sales

Learn strategies to build strong, lasting relationships with clients and customers. This workshop covers effective communication, trust-building techniques, and customer engagement strategies to enhance sales performance and foster loyalty

Conflict Resolution Strategies

This course will help students understand what conflict in the workplace is, identify the stages of conflict, understand conflict resolution styles and how to use them, and more. Develop the skills necessary to navigate and resolve conflicts in real-world professional settings.

Business Etiquette & Professionalism

This course will assist students to understand the importance of workforce protocols, appearance, body language, and essential leadership qualities, the program aims to foster intentional professional development and self-awareness.

All courses above are a maximum of 8 hours each

ESL for Business

English as a Second Language (ESL) - Beginner

This course is designed for students who are literate in their native tongues and have some fluency in using the Roman alphabet to associate sounds with symbols; are typically unable to formulate complete sentences in English; and, are knowledgeable of individual words or phrases, but unable to express basic thoughts.

English as a Second Language (ESL) - Intermediate

This course is designed for students who are somewhat able to communicate ideas in writing but need improvement to basic writing style and grammar; demonstrate basic understanding of the verb system or word order; and, have a minimal ability to convey ideas in writing and speaking, but may understand more than they can express.

English as a Second Language (ESL) - Advanced

This course is designed for students who are better able to communicate ideas in writing but need improvement to basic writing style and grammar; demonstrate basic understanding of the verb system or word order; and, have a minimal ability to convey ideas in writing and speaking, but may understand more than they can express.

Spanish for Managers and the Workplace

This course is tailored for participants to enhance communication with Spanish-speaking staff. Throughout the training participants will gain foundational skills to effectively interact written and verbally in Spanish to provide effective communication in the workplace.

All courses above are a maximum of 40 hours each

**New Jersey businesses and employees are eligible to apply.
Get started today!**

Contact: Laura Riano - LRiano@hccc.edu

