

Professional Enrichment Training Resources

For Credited Collge Courses: [Employees may be eligible for tuition remission.](#)

English for Speakers of Other Languages (ESOL)			
Provider	Name	Description	Link
United States Department of State	Everyday Converstation: Learning American English	Students can listen to and/or read dialogues in English. Topics of the conversations include introductions and small talk, shopping, asking for directions, hobbies, and giving advice.	Everyday Converstation: Learning American English
USA Learns	USA Learns	USA Learns is a free website that helps adults learn English online for free. This popular website teaches English by providing engaging videos and educational activities. Learners have the opportunity to learn English independently or with the support of their teacher.	USA Learns
CASA Baltimore	In-person Evening Life Skills ESOL Classes	ESOL - Speakers of Other Languages (ESOL)	In-person Evening Life Skills ESOL Classes
Baltimore City Community College	English Language Services & Basic Skills	BCCC’s English Language Services & Basic Skills department offers a variety of English as a Second Language (ESL) curricula at all levels to English language learners. Through these programs, students can prepare for academic and career success, as well as citizenship. The department’s career pathways focus includes short and long-term career planning and training.	English Language Services & Basic Skills
Community College of Baltimore County	Beginner & Intermediate ESOL Classes	Beginning and Intermediate ESOL classes have flexible options for morning, afternoon and evening. These classes are tuition-free, supported by grant funding from Maryland Department of Labor*. (Upper level and family literacy ESOL classes are also available.)	Beginner & Intermediate ESOL Classes

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Towson University	English for Speakers of Other Languages (ESOL) Program	The English for Speakers of Other Languages (ESOL) Program offers credit-bearing, college-level courses to develop these skills. ESOL courses are open to all mulitlingual students who seek to improve their English, including international students, exchange students, domestic students and World English speakers. Courses: ESOL 104 English for Speakers of Other Languages: Advanced Reading, ESOL 106 English for Speakers of Other Languages: Advanced Writing, ESOL 107: Listening and Speaking: Advanced ESOL, ENGL 102 Writing for a Liberal Education (ESOL section)	The ESOL Program Towson University
Reading and Writing Classes			
<u>Provider</u>	<u>Name</u>	<u>Description</u>	<u>Link</u>
USA Learns	English Reading	In today’s world, reading is basic to everyday life. We read to learn. We read to learn about the news, to learn about rules, and to learn about how to do things. We also use reading to learn English.	English Reading
USA Learns	English Writing	Different writing activities to help you feel more confident and comfortable when you write in English.	English Writing
Percipio	Channel: Written Communication	Effective written communication is essential in the modern workplace. Learn practical tips to improve your writing skills. Writing can be intimidating, but it doesn’t have to be. Brush up on the basics and learn to improve your communication skills easily. (collection of 11 courses)	Channel: Written Communication
Percipio	Skill Benchmark: Written Communication	11 minute assessment to identify areas of strength and improvement. Will recommend Percipio courses based on responses.	Skill Benchmark: Written Communication

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Job-related Training			
Provider	Name	Description	Link
Percipio	Role Advisor	Percipio Role Advisor allows learners to choose a role from a list of roles from Fortune 500 companies. Learners will then receive recommendations for eLearning relative to skill and competencies identified for their chosen role. Learners may also choose an aspirational role for career planning and upskilling	Percipio Role Advisor
Baltimore Mayor's Office of Employment	Career Services locations, mobile services, job boards	MOED's mission is to deliver economic justice to Baltimore residents. To MOED, economic justice means creating an equitable workforce system that responds to all residents’ needs and provides viable economic opportunities to all residents, especially those who have been generationally and systemically disadvantaged. Our vision is for all city residents to maximize their career potential, and all employers to have the human resources to grow and prosper – we are creating a workforce system that works. We believe that every resident deserves the opportunity for meaningful work and a hopeful future.	Welcome Mayor's Office of Employment Development (baltimorecity.gov)
US Career Institute	Training Programs	U.S. Career Institute offers over 29 online Career Certificate programs in a variety of in-demand career fields and 8 Associate Degree programs.	Training Programs
Baltimore County Government	Education and Training Programs	Baltimore County's Career Center education and training programs are designed to offer County residents—both youth and adults—an opportunity to advance their education, enhance their training skills and improve their quality of life. The staff at the Career Centers will assist with your job and career search, while offering the best-in-class education and training services at no cost.	Services for Adult Job Seekers Baltimore County Government (baltimorecountymd.gov)

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Ann Arundel Workforce Development Corporation	Education and Training Programs	AAWDC is a 501c3 nonprofit corporation that provides innovative, high quality workforce development services to Anne Arundel County businesses and citizens. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC builds success for: Businesses by providing strategies for presenting qualified talent and providing customized workforce solutions, saving time and money. Individuals by connecting them to up-to-date skills and certifications required by businesses while helping to advance their own careers. Industry by collaborating with business leaders and partners in high-growth industries to provide innovative workforce solutions so they remain competitive in a global economy. Community by convening partners across the region to develop high impact initiatives that help our region grow and thrive.	AAWDC
Employ Prince George's	Job Boards	Find valuable search resources at your fingertips and access the latest job postings registered with Prince George’s Job Link, review postings statewide or take a national approach.	Home - Employ Prince George's Incorporated (employpg.org)

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WorkSource Montgomery	Education and Training Programs	WorkSource Montgomery (WSM) is the county’s fiscal agent responsible for local administration of the Workforce Innovation & Opportunity Act (WIOA) and coordination of the local workforce development system in Montgomery County. To put it simply, WSM connects jobseekers to employers and employers to jobseekers. WSM provides local job seekers with comprehensive employment and training services to promote economic sufficiency. For employers, WSM provides a robust set of business services and programs to help meet the talent needs of today and tomorrow. WorkSource Montgomery provides employment and training services to local job seekers.	About WorkSource Montgomery
Howard County Workforce Development		Whether you are looking for an entry level position or an advancement in your career, your employment success is the goal. The Howard County Office of Workforce Development serves a diverse range of individuals, providing valuable services and support to enhance their employment prospects and career development.	Workforce Development Howard County (howardcountymd.gov)
Maryland New Directions	Education and Training Programs	Maryland New Directions (MND) is a 50-year-old award winning non-profit organization offering no-cost employment coaching and specialized career training programs for Baltimore area residents, ages 18-60 years of age. MND works with an average of 300 unemployed and underemployed motivated individuals each year, most of whom face obstacles finding a job, advancing with their current employer, or establishing a new career.	Maryland New Directions - Changing Lives Through Employment (mdnewdirections.org)

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Maryland Department of Labor Division of Unemployment Insurance	Unemployment insurance benefits and workforce development training	The Maryland Division of Workforce Development and Adult Learning (DWDAL) offers several reemployment, career, apprenticeship, and education resources. DWDAL also oversees Maryland’s American Job Centers, which offers employment and training resources to job seekers at 32 locations state-wide. Resources include career exploration assistance, referrals to training programs, placement services, résumé assistance, job search and work readiness workshops, and more. Job seekers can also use the online Maryland Workforce Exchange (MWE) system. MWE is a powerful online job and career services system which offers the public a host of employment tools, including job listings, résumé assistance, labor market information, apprenticeships, training and educational programs, skills assessments, a virtual recruiter, and much more. MWE is available online and through a mobile app. Additionally, DWDAL offers several specialized job seeker programs, including programs for immigrants, veterans, youth, workers ages 55 and older, and more. To learn more, see the Job Seeker Services webpage.	Division of Unemployment Insurance - Maryland Department of Labor
Maryland Department of Human Services	Education and Training Programs	DHS and its workforce development partners believe that a great job opens doors to financial independence, self-sufficiency, and thriving families. That’s why we’re working closely with our partners at the federal, state, and local levels to establish strong career pathways for unemployed and underemployed people across the state. DHS offers several programs that are dedicated to helping eligible participants find, train for, and obtain employment that will pave the way to a lifelong career.	Workforce Development - Maryland Department of Human Services

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Computer, Internet, and Technology Classes			
Provider	Name	Description	Link
Enoch Pratt Library	Digital Navigators	Can book one-on-one appointments at different branches. Digital Navigators are tech experts in their community, skilled at providing basic digital literacy skills and classes. They play a pivotal role in guiding and assisting community members throughout their digital literacy learning journey.	Digital Navigators
Enoch Pratt Library	Computer Classes	Free computer trainings. In person and virtual options	Computer Classes
Percipio	Browsers and Operatins Systems (Subject)	This section of the percipio library contains channels with on-demand learning items sorted by operating system (Windows, Mac, etc). The content in each channel allow users to explore the fundamentals of working within each system.	Browsers and Operatins Systems (Subject)
Percipio	Microsoft Office (Subject)	This section of the percipio library contains channels with on-demand learning items sorted by product (Excel, Word, etc). The content in each channel allows users to explore the basics of each program as well as develop more advanced skills.	Microsoft Office (Subject)
CITS	Training Resources	This page contains user guides and videos for frequently used systems and tools at UMB.	Training Resources
CITS	CITS Video Shorts	A series of quick and easy-to-follow instructional videos designed to jump-start and build upon your Microsoft 365 experience. CITS Shorts are geared toward both new and veteran users and intended to provide pertinent information and support unique to UMB users.	CITS Video Shorts