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Dear Human Resources Manager:

The Harold Alfond Institute for Business Innovation at Thomas College is excited to announce that it will once again be offering a suite of **Professional Development** courses for the Fall of 2018. A copy of our course catalog is enclosed as an attachment.

Some quick takeaways about our courses:

- Our courses are taught by our existing teaching faculty within their areas of expertise.
- Skills can be gained *quickly*, in only 3 or 6 weeks, and used *immediately* in the workplace.
- Through a generous subsidy from the Institute, ***the costs of courses are currently being discounted 50%!***

As you may well know, in a recent study it was identified that companies that have their employees engaged in comprehensive training programs enjoy a **24% higher profit margin than companies that don't** (Association for Talent Development). We'd love to be your company's comprehensive training partner.

To that end, your employees can start out with us by taking one course in the Professional Development program, continue on to get a certificate and/or matriculate into our part-time undergraduate and graduate degree programs. We offer a myriad of educational and training options through our *Graduate & Professional Studies* division ([gps@thomas.edu](mailto:gps@thomas.edu)) that not only will benefit your employees but your entire organization as well.

To sign someone up for a professional development course, please visit [www.thomas.edu/training](http://www.thomas.edu/training) or for additional information please give us a call at 859-1159.

We'd love to help you take your business to the next level.

Sincerely,

Mike Duguay  
Executive Director  
Harold Alfond Institute for Business Innovation  
Thomas College