PROFESSIONAL DEVELOPMENT WORKSHOPS

WHAT ARE PROFESSIONAL DEVELOPMENT WORKSHOPS?
Professional Development Workshops help young adults, 17-24 years old, improve their employability skills, learn how to develop positive relationships with coworkers and supervisors and prepare for career advancement.

CTER’s workshops are designed and presented in collaboration with Association for Talent Development (ATD-NY), formerly American Society for Training and Development (ASTD-NY), the world’s leading association of workplace learning and performance professionals.

WHAT IS CTER OFFERING?
- Workshops conveniently held on Saturdays from 10:00am – 2:30pm
- Program covers important topics such as: What’s My Communication Style, Assertive vs. Passive and Aggressive Behavior, Resolving Conflicts, Working in a Team, and Basic Supervisory Skills.

NEXT WORKSHOPS ARE:
Basic Supervisory Skills, Saturday, March 21 & April 18, 2015 (Parts I & II)
Working in a Team, Saturday, April 11, 2015

WHAT ARE THE BASIC QUALIFICATIONS?
- 17-24 years old, currently working or actively seeking employment
- Read and write on a 10th grade level or higher

WHEN IS THE TRAINING?
The next workshop will be held on Saturday, March 21, 2015 from 10:00am – 2:30pm.

WHERE IS THE TRAINING CONDUCTED?
TD Bank, 576 2nd Avenue (at 32nd Street), New York, NY 10016

WHAT IS THE NEXT STEP?
Contact Charisse Taylor by March 15, 2015

Community Training & Employment Resources (CTER) is a New York City based program that provides job readiness and job search training for adults seeking to improve their employability skills and successfully compete in today’s job market.

www.cterny.org