



CAREER DEVELOPMENT WORKSHOPS

WHAT ARE CAREER DEVELOPMENT WORKSHOPS?

Career 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 the Association for Talent Development (ATD-NY), and the Urban Financial Services Coalition (UFSC).

WHAT IS CTER OFFERING?

- Workshops conveniently held on Saturdays from 9:00am – 2:30pm
- Program covers important topics such as: Art of Effective Communication, Assertive vs. Passive and Aggressive Behavior, Basic Supervisory Skills, Be Branded-Business Etiquette, Customer Service Over the Phone, Emotional Intelligence, Resolving Conflicts in the Workplace, What's My Communication Style?, Working Effectively on a Team and Working with Supervisors and Peers.

WHAT ARE THE TITLES AND DATES OF WORKSHOPS IN THE FALL OF 2017?

- Part 1 - Be Branded-Business Etiquette and Part 2 - Customer Service Over the Phone
Saturday, September 23 from 9:00am – 2:30pm
- Part 1 - Assertive vs. Passive and Aggressive Behavior and Part 2 – Resolving Conflicts
Saturday, October 21 from 9:00am – 2:30pm

WHAT ARE THE BASIC QUALIFICATIONS TO ATTEND?

- 17-24 years old, currently working or actively seeking employment
- Read and write on an 8th grade level or higher

WHEN IS THE NEXT WORKSHOP?

The next workshop will be held on Saturday, September 23 from 9:00am – 2:30pm.

WHERE IS THE WORKSHOP CONDUCTED?

TD Bank, 2 Wall Street, New York, NY (corner of Broadway and Wall Street)

WHAT IS THE NEXT STEP?

Call CTER at 800-385-2837 by September 15 to learn more about the program and register.

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.