



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 Association for Talent Development (ATD-NY), formerly American Society for Training and Development (ASTD-NY) and Urban Financial Services Coalition (UFSC).

WHAT IS CTER OFFERING?

- Workshops conveniently held on Saturdays from 10:00am – 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 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, **Be Branded – Business Etiquette** will be held on Saturday, May 13, 2017 from 10:00am – 2:30pm.

WHERE ARE THE WORKSHOPS 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 **May 9** 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.