TRAINING ALERT

DFTA Center for Organization Development

Professional Development Training

DFTA Center for Organization Development

(212) 602-6928

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(212) 442-3020

Application Form

Professional Development Training

Effective Time Management
February 4, 2016, 9:30 a.m. to 4:45 p.m.
Having effective time management skills helps you to be more productive, more focused, and less stressed. In this training participants identify personal time wasters, learn the dynamics of effective time management, develop strategies and techniques for managing time effectively and create a personal action plan for better managing their time
Application Deadline: December 31, 2015

Action Grammar
March 3, 2016, 9:30 a.m. to 4:45 p.m.
In this training participants review the rules of standard English grammar, learn the principles of subject-verb agreement, applying the rules of grammar to writing, and using punctuation. They also explore the use of pronouns, modifiers, and parallel sentence structure for more articulate writing.
Application Deadline: January 26, 2016

Creating and Delivering Powerful Presentations
May 3, 2016, 9:30 a.m. to 4:45 p.m.
Those who attend this training develop the skills and confidence to deliver effective presentations. They learn strategies for being more confident before an audience and eliminating nervous mannerisms and filler words. Training participants also learn how to organize a presentation, have the opportunity to make a presentation, review a video recording of it, and receive constructive feedback from the trainer.
Application Deadline: March 29, 2016

Effective Time Management

May 24, 2016, 9:30 a.m. to 4:45 p.m.
Having effective time management skills helps you to be more productive, more focused, and less stressed. In this training participants identify personal time wasters, learn the dynamics of effective time management, develop strategies and techniques for managing time effectively and create a personal action plan for better managing their time.
Application Deadline: April 19, 2016

Mindfulness-Based Stress Management
June 9, 2016, 9:30 a.m. to 4:45 p.m.
Chronic stress has negative impact on health, workplace attendance and performance. In this workshop participants identify their personal sources of stress and learn how to release this stress through several practices including breath techniques, body awareness and stretches.
Application Deadline: May 5, 2016

Space is limited. Send or fax applications soon.