

**DFTA Center for  
Organization  
Development**

(212) 602-6928

Fax:  
(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 and 10, 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*

**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.**