THE PROFESSIONAL DEVELOPMENT CENTER

Service Capabilities

The Professional Development Center provides employee development training and training–related services to organizations in Westchester and portions of Putnam County. Our charter is to help for-profit and not-for-profit businesses and government organizations to grow or become more successful.

We do this by providing high-quality, up-to-date, affordable training programs and consulting services to our customers.

In our programs, we strive to duplicate typical, challenging, real-life businesses experiences participants face so that they can apply what they learn back on the job. These programs can be delivered at your location or at our state-of-the-art facilities in the Gateway Center located on the campus of Westchester Community College. Some are available online.

Our approach is consultative and hands-on. We will adapt existing programs or design and deliver custom programs that suit your needs, timing, and budget. We will collaborate with you not only during program design and delivery, but also in the critical periods following training where it is necessary to embed new knowledge and put into practice what was learned. We are here to serve you not just today, but tomorrow, and in the future.

Our clients are large, medium and small organizations in our service area. Whether you have your own training organization and simply need complementary support or whether you want to outsource these services because they are critical but not core to your ongoing activities, we can play a significant role. Our programs cover:

Leadership and Organizational Effectiveness – For new and experienced managers to improve leadership capabilities and business acumen.

Business Communications – To improve written and oral presentation skills, both formal and informal.

Workplace Languages – To become proficient in a new language. English as a Second Language is one of the key programs in this area.

Business Generation and Customer Loyalty – Sales and Customer Relations Programs to develop business and retain customers.

Technology Programs – Classroom and online programs in Microsoft Office, online Career Certificates and Project Management Certification programs.

Issues in the Modern Workplace - Programs to ensure compliance with government employment regulations and support of employees with special needs.