

PROFESSIONAL DEVELOPMENT CENTER COURSES FOR BUSINESS AND MANAGEMENT

PROFESSIONAL DEVELOPMENT CENTER

The Professional Development Center can provide training for your employees at a time you choose, either at your work location or on our campus. It's your choice. Our instructors and workshop leaders are experienced professionals who specialize in training. We can provide training in a wide variety of areas, including:

- Management & Leadership
- Computer Assisted Drafting & Design (CADD)
- Sales/Customer Service
- Topics in Human Resources
- English as a Second Language
- Healthcare
- Computer Applications
- Workplace Spanish
- Supervisory Skills
- Project Management

*For more information, please call
Harry Horowitz, Director at 914-606-6669, or email harry.horowitz@sunywcc.edu*

ACADEMY FOR ENTREPRENEURIAL EXCELLENCE Attention Small Business Owners and Entrepreneurs

This program, jointly sponsored by the Professional Development Center at Westchester Community College and The Business Council of Westchester, provides small business owners with the knowledge necessary to sidestep pitfalls that lead to business failure. In addition to 15 evening workshops, a professional coach assists you in applying the principles gained in the workshops to your own businesses.

For Fall 2005 dates please call 914-606-6669 or email harry.horowitz@sunywcc.edu

NEW BEHAVIORAL INTERVIEWING

Tired of going through a long interviewing process only to find that you've hired the wrong person? Learn how to ask the right questions, and look for cues that tell you whether the person sitting across from you is a good match.

Wed., July 20-Aug. 3, 9:00-11:00 am, ADM-207, \$100. XA-P328

NEW LEGAL ISSUES IN HR

Discrimination and sexual harassment: what do they mean for your workplace and what is the responsibility of the HR professional in these areas? Learn how to navigate the waters.

Thurs., July 7-14, 9:00-11:00 am, ADM-207, \$70. XA-P329

- Emergency Preparedness & Disaster Recovery for Your Business -

Join us in Fall 2005 for these new workshops, designed to help you prepare for potential emergency situations. Call **914-606-6669** to be added to our mailing list.

- ORGANIZATIONAL RECOVERY • INFORMATION SECURITY • PERSONNEL AND FACILITY SECURITY



Project Management

Our Project Management programs, offered in partnership with I/Tech Computer Services, are designed to help you acquire new skills or help you prepare for your PMP Certification.

Call **914-606-7904** for schedule details or more information.

PROJECT RISK ASSESSMENT AND MANAGEMENT

This seminar introduces the fundamentals of Project Risk Analysis and Project Risk Management in a practical and experience-based approach to uncover, communicate and develop successful strategies to transform project risks into project opportunities.

M/W, June 20-29, 6:00-9:00 pm, ADM-207, \$695. XA-P321

PROJECT TIME AND COST MANAGEMENT

This seminar introduces a comprehensive view of time and cost management including; activity duration estimating, resource planning, cost estimating and cost budgeting and control.

M/W, July 11-20, 6:00-9:00 pm, ADM-207, \$695. XA-P322