



Volunteers of America

Volunteers of America University invites you to a:

CULTURAL SENSITIVITY WORKSHOP

Course Overview:

Managing and maximizing the diversity of the workforce is critical to the success of any organization. Its success depends upon its ability to foster an inclusive culture that leverages the strengths of diverse employees and models appropriate behaviors for clients. This workshop is a highly interactive and customized experience adaptable to any specific organizational needs. The interaction in these exercises will have a practical application to the problems and situations we face every day in the work environment.

Date/Time of Workshop:

Wednesday, April 29th from 9:30am to 12:30pm

Place: 3934 Broadway at 165th St.
New York, NY 10032

Tuition cost: \$59 for 1st person; \$49 for 3 or more people from same organization

TIME MANAGEMENT WORKSHOP

Course Overview:

Increase your productivity by managing your time more effectively. You can train others and improve your own time management through better planning; prioritizing; delegating; controlling your environment; understanding yourself and identifying what you will change about your habits, routines and attitude. You will think about how you currently spend your time, learn to keep a time log, challenge anything that could be wasting time and effort, use a diary and an activity planner to schedule when to do things. You will learn how to manage your emails and phone calls, minimize the time that you are available to take unplanned phone calls, and challenge your own tendency to say 'yes' without scrutinizing the request,

Dates/Time of Workshop:

Wednesday, May 27th from 9:30am to 1pm

Thursday, June 25th from 9:30am to 1pm

Place: 3934 Broadway at 165th St.
New York, NY 10032

Tuition cost: \$59 for 1st person; \$49 for 3 or more people from same organization



Space is Limited!

For more information or to register call:

Volunteers of America University
646-685-0201