Contacting CEP at Hunter College

If you would like more information, or to create customized training, please email ce@hunter.cuny.edu and note ‘Custom Training’ in the subject line.

www.hunter.cuny.edu/ceprograms

Customized Training Programs To Help You Improve Your Business

Corporate & Custom Training at Hunter College

Continuing Education Programs

 Hunter College, 695 Park Avenue
East Building, Room E1022
New York, New York 10065
Continuing Education Programs at Hunter College offers a wide range of services to help grow your business. Conveniently located on Manhattan’s Upper East Side, we offer a full range of courses designed to maximize the efficiency and effectiveness of your business and staff.

We know your time is valuable—so our courses are designed to maximize results in the least amount of time. Whether a tightly focused one-day workshop or a multi-session course, Hunter’s Continuing Education can tailor the right program to meet your needs and your budget. We can even customize programs, and provide additional services, in collaboration with you.

Here’s a brief overview of several of the programs and services we offer:

Business Writing
Improve your business’ professional image by brushing up on core communication skills. Improved business writing can yield better bottom-line results with clients and other business partners.

Marketing
Master the latest trends in marketing to develop more effective strategies to build your business.

Computer Classes
Ensure that you and your staff are getting the most value from your investment in technology. Our seminars will show you how to maximize the Microsoft Office toolset—including Word, Excel, PowerPoint, and more—to become more efficient and creative.

Graphic Design
Would you like to stay on trend with marketing and advertising? Get essential tips and advice from the brightest minds in the design industry, while learning how to execute these ideas using Adobe tools, including Photoshop, Illustrator and InDesign.

In addition to these courses, Hunter Continuing Education offers classes designed to meet the needs of specific business disciplines—including health care and legal services. Here’s a brief sample of what we can do for you:

**English For Healthcare Workers**
Improve the English language skills of staff who work in a variety of departments at hospitals and clinics. Practical English communication skills will improve your image and effectiveness in communicating with both patients and professionals.

**Spanish For Healthcare Workers**
Improving the communication skills of Spanish-speaking staff with both customers and fellow employees will ensure your business remains competitive in today’s global economy.

**Interpretation In Various Settings**
This course provides students with a basic understanding of the process of accurately interpreting languages—whether from English to another language or another language to English—in real-life settings that include medical, legal and more.

**Nutrition**
When we think about the factors that contribute to workplace performance, we rarely give much consideration to food. For those of us battling to stay on top of emails, meetings, and deadlines, food is the essential fuel. Teaching people healthy eating habits can ensure they stay at the top of their game.

**Languages**
Can’t you do business with the rest of the world if you can’t speak the same language? We provide world-class business language training in Italian, French and Spanish that will improve your business language communication skills with partners.

We tailor programs to meet your specific needs! Classes can take place at your workplace or at one of our convenient locations.