



Harlem Community  
Development  
Corporation



# Attract, Retain, and Develop Your Most Important Asset

This free workshop will describe the importance of valuing Human Resources. Topics include:

- The five best practices that lead to a productive workforce
- How to create a diverse and inclusive company culture
- Techniques for hiring staff with the right skills and fit
- The difference between rules governing contract employees and those of regular employees
- How to document employee performance by performing regular reviews and addressing issues

**Wednesday, August 22, 2018  
6:00 PM – 8:00 PM**

**Location: Touro College  
231 West 124th Street – 2nd Floor Lecture Hall  
(You will need a photo ID to enter the building)**

**Space is limited. Please register for this free workshop by contacting Harlem CDC at 212-961-4100 or [harlemcdc@esd.ny.gov](mailto:harlemcdc@esd.ny.gov).**

**Harlem CDC is a Subsidiary of Empire State Development**