Program Schedule
Spring 2015
PROGRAM SCHEDULE
Spring 2015 (February – June, 2015)

FEbruary 2015

CUNY PROFESSIONAL DEVELOPMENT PROGRAM
(CPDP)

Managerial Power Tools: Motivation, Development and Team Building (C9286)
For Managers and Supervisors
Tuesday, February 3, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street

Dealing with People Differences (C6060)
For Administrative Staff
Thursday, February 5, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street

From Conflict to Collaboration: Coping When People Push Our Buttons (C1272)
For All Staff
Monday, February 9, 9:00 AM – 5:00 PM
Location: Central Office at 41st Street

Building Positive Workplace Relationships (C9019)
For Managers and Supervisors
Wednesday, February 11, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street

Defusing Workplace Aggression (C7511)
For Managers and Supervisors
Wednesday, February 18, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street

Resolving Conflict: A Leadership Approach (C5151)
For Directors, Managers, and Supervisors
Thursday, February 19 and Friday, February 20, 9:00 AM – 5:00 PM, (2 days)
Location: John Jay College

Foundation of Management 1 (C1006)
For Managers and Supervisors
Monday - Wednesday, February 23, 24, 25, 9:00 AM - 5:00 PM, (3 days)
Location: CUNY Law School

Creating Workplace Civility (C9100)
For All Staff
Friday, February 27, 9: 00 AM - 5: 00 PM
Location: Central Office at 40th Street

MARCH 2015

CUNY PROFESSIONAL DEVELOPMENT PROGRAM
(CPDP)

Lean Six Sigma: An Introduction to Quality and Productivity Improvement (C9100)
For Managers and Supervisors
Thursday, March 5 and Friday, March 6, (2 Days), 9:00 AM – 5:00 PM

Getting Results When You’re Not In Charge (C1240)
For All Staff
Monday, March 16, 9:00 AM – 5:00 PM

Foundation of Management 2 (C1006)
For Managers and Supervisors
Wednesday-Friday, March 25, 26, 27, 9:00 AM - 5:00 PM, (3 days)
APRIL 2015

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Managing Multiple Priorities (C5044)
For Administrative Staff
Wednesday, April 1, 9:00 AM – 5:00 PM

Developing Dynamic Listening Skills (C 9266)
For ALL Staff
Wednesday, April 8, 9:00 AM – 5:00 PM

Tactical Communication (C5400)
For ALL Staff
Friday, April 10, 9:00 AM – 5:00 PM

How to Write Fast Under Pressure (C7513)
For ALL Staff
RESCHEDULED FOR FALL 2015
Wednesday, April 15, 9:00 AM – 5:00 PM

Effective Office Management for Today’s Workplace (C2202)
For ALL Staff
Monday, April 20, 9:00 AM – 5:00 PM

Emotional Intelligence: The Key to Effective Leadership (C 9207)
For Managers and Supervisors
Thursday, April 23 and Friday, April 24, (2 Days),
9:00 AM – 5:00 PM

Motivating Yourself for Professional Success (C9092)
For ALL Staff
Monday, April 27, 9:00 AM – 5:00 PM

Time Management Strategies (C 8002)
For ALL Staff
Wednesday, April 29, 9:00 AM – 5:00 PM

MAY 2015

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Strategic Thinking (C 7523)
For Directors, Managers and Supervisors
Tuesday, May 19 and Thursday, May 21, (2 Days),
9:00 AM – 5:00 PM

Building Collaborative, Productive and Cohesive Teams (C 1234)
For Directors, Managers and Supervisors
Wednesday, May 27, 9:00 AM – 5:00 PM

JUNE 2015

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

MS PowerPoint 2010: Creating Powerful Presentations (WTT151A)
For ALL Staff
Friday, June 12, 9:30 AM – 12:30 PM

MS PowerPoint 2010: Dynamic PowerPoint Delivery (WTT151P)
For ALL Staff
Friday, June 12, 1:30 – 4:30 PM

MS Excel 2010: Formulas and Functions (WTT141A)
For ALL Staff
Friday, June 12, 9:30 AM – 12:30 PM

MS Excel 2010: Pivot Tables (WTT141P)
For ALL Staff
Friday, June 12, 1:30 – 4:30 PM

MS Word 2010: Using Styles, Graphics, Symbols, Charts & Translation (WTT131A)
For ALL Staff
Friday, June 19, 9:30 AM – 12:30 PM

MS Word 2010: Using Mail Merge, Tables, and Electronic Forms (WTT131P)
For ALL Staff
Friday, June 19, 1:30 – 4:30 PM
CUNY Professional Development Program

COURSE REGISTRATION PROCEDURES

The following are the general registration procedures for most CUNY professional development programs. Most programs are designed for specific audiences and authorization from a manager or supervisor is required to participate. Contact your campus Human Resources Office for more information.

To register for CUNY Professional Development Program courses:

2. Complete Sections 1 and 2 of the PDLM E-Application online. (Be sure to select your Campus Billing Code from the dropdown list provided and type your name as your signature at the end of Section 2.)
3. Print the PDLM E-Application.
4. Click on “submit” to send your application information to the PDLM Office.
5. Obtain your supervisor’s signature in Section 3 of the printed copy of your “E-App.”
6. Submit the hard copy E-Application to your Human Resources Office for HR Authorization and Signature in Section 4.
7. Your HR Office will send the completed PDLM E-Application to the OHRM Professional Development & Learning Management Office (PDLM) for processing.

CUNY Professional Development Program Course Costs

For most CUNY Professional Development Program courses, colleges are charged a portion of the cost of presenting each course, approximately $60 per person per day of training. The usual cost for Professional Development Program half-day Technology courses is $15 per person. Professional development courses taken at a Citywide Training Center location generally cost $125 per person, per day of training.

This Program Schedule is subject to change. Please check www.cuny.edu/pdlm frequently for updates.