Professional Development and Learning Management Office (PDLM)
Program Schedule
Fall 2009/ Winter 2010

CUNY Professional Development Program (CPDP)

October 2009 - Technology Month (I)

Personal Computer Essentials
Friday, October 2, 9:30 AM – 4:00 PM
Location: Central Office at 57th Street
Course No.: WTT109

Excel 2003/ 2007 Level 1
Tuesday, October 6, 9:30 AM – 4:30 PM
Location: Central Office at 57th Street
Course No.: WTT141

PowerPoint 2003/ 2007 Level 1
Wednesday, October 7, 9:30 AM – 4:30 PM
Location: Central Office at 57th Street
Course No.: WTT151

Word 2003/ 2007 Level 1
Wednesday, October 14, 9:30 AM – 4:30 PM
Location: Central Office at 57th Street
Course No.: WTT131

Excel 2003/ 2007 Level 2
Thursday, October 15, 9:30 AM – 4:30 PM
Location: Central Office at 57th Street
Course No.: WTT241

November 2009 - Personal Productivity Month

Attitude is Everything (for administrative staff)
Tuesday, November 3, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C9266

Effective Telephone Skills (for administrative staff)
Tuesday, November 10, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C5039
CUNY Professional Development Program (CPDP)

November 2009 – Personal Productivity Month, continued

New Concepts in Project Management (for managers and supervisors)
Thursday, November 12, 9:00 AM – 5:00 PM
Location: Central Office at 41st Street
Course No.: PDP351

Taking Charge: Gaining Control of Your Professional and Personal Life (for managers, supervisors, and professionals)
Tuesday, November 17, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C9112

Developing Yourself and Others Through Delegation (for managers and supervisors)
Friday, November 20, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C9117

December 2009 – “Save Yourself” Month

Time Management Strategies (for administrative staff)
Wednesday, December 2, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C8002

Stressmakers and Stressbreakers: How to Stress Proof Your Life (for all staff)
Tuesday, December 8, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C9086

Leading Short-Term Improvement Projects (for managers and supervisors)
Friday, December 11, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C9014

January 2010 – Technology Month (II)

Excel 2003/ 2007 Level 2
Monday, January 12, 9:30 AM – 4:30 PM
Location: Central Office at 57th Street
Course No.: WTT241

Personal Computer Essentials
Thursday, January 14, 9:30 AM – 4:00 PM
Location: Central Office at 57th Street
Course No.: WTT109
CUNY Professional Development Program (CPDP)

January 2010 - Technology Month (II), continued

Lotus Notes 7  
Wednesday, January 20, 9:30 AM – 4:00 PM  
Location: Central Office at 57th Street  
Course No.: WTT121

Word 2003/2007 Level 2  
Friday, January 22, 9:30 AM – 4:30 PM  
Location: Central Office at 57th Street  
Course No.: WTT231

Excel 2003/2007 Level 1  
Thursday, January 28, 9:30 AM – 4:30 PM  
Location: Central Office at 57th Street  
Course No.: WTT141

February 2010 - Diversity/Communications Month

Negotiating Win-Win Agreements (for managers, supervisors, and professionals)  
Monday, February 1, and Tuesday, February 2, 9:00 AM – 5:00 PM  
Location: TBD  
Course No.: C3131

Report Writing for Managers and Professionals (for managers, supervisors, and professionals)  
Thursday, February 4, and Friday, February 5, 9:00 AM – 5:00 PM  
Location: Central Office at 57th Street  
Course No.: C1030

Cross-Cultural Communication (for managers and supervisors)  
Monday, February 8, 9:00 AM – 5:00 PM  
Location: Central Office at 57th Street  
Course No.: C2210

Giving Effective Ongoing Feedback (for managers and supervisors)  
Wednesday, February 10, 9:00 AM – 5:00 PM  
Location: TBD  
Course No.: C1041

The Art of Assertiveness (for managers, supervisors, and professionals)  
Wednesday, February 17, 9:00 AM – 5:00 PM  
Location: Central Office at 57th Street  
Course No.: C2010
CUNY Professional Development Program (CPDP)

February 2010 - Diversity/Communications Month, continued

**Easy English for the Multi-Lingual Writer** (for all staff)
Friday, February 19, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C8005

**Fundamentals of Effective Presentations** (for managers, supervisors, and professionals)
Monday, February 22, and Tuesday, February 23, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C9114

**Clown: A Diversity Experience** (restricted registration)
Thursday, February 25, 9:30 AM – 4:30 PM
Location: TBD
Course No.: PDP121

On-Site Programs

**November 2009**

**Best Practices for Effective Management and Supervision** (for LaGuardia managers and supervisors)
Wednesday, November 4, and Friday, November 6, 9:00 AM – 5:00 PM
Location: LaGuardia Community College
Course No.: OSC2030

CUNY Policy Programs

**September 2009**

**Sexual Harassment Prevention: Policy and Procedures** (for SHAIC members)
Wednesday, September 9, 9:30 AM - 12:30 PM
Location: John Jay College
Course No.: SHP201

**Sexual Harassment Prevention: Complaint Intake** (for SHAIC members)
Wednesday, September 9, 1:30 PM - 4:30 PM
Location: John Jay College
Course No.: SHP202

October 2009

**Sexual Harassment Prevention: Respectful Workplaces** (for NYCCT managers and supervisors)
Friday, October 23, 9:30 AM to 12:30 PM and 1:30 to 4:30 pm (2 sessions)
Location: New York City College of Technology
Course No.: SHP401
CUNY Policy Programs

November 2009

Sexual Harassment Prevention: Respectful Workplaces (for John Jay managers and supervisors)
Monday, November 16, 1:30 to 4:30 pm
Location: John Jay College
Course No.: SHP401

Sexual Harassment Prevention: Policy and Procedures (for SHAIC members)
Thursday, November 19, 9:30 AM - 12:30 PM
Location: Central Office at 41st Street
Course No.: SHP201

Sexual Harassment Prevention: Complaint Intake (for SHAIC members)
Thursday, November 19, 1:30 PM - 4:30 PM
Location: Central Office at 41st Street
Course No.: SHP202

December 2009

Sexual Harassment Prevention: Managing Intake Communications (for SHAIC members)
Tuesday, December 1, 9:30 AM - 4:30 PM
Location: Central Office at 57th Street
Course No.: SHP203

Sexual Harassment Prevention: Informal Resolution - Conciliation (for SHAIC members)
Monday, December 7, and Tuesday, December 8, 9:30 AM - 4:30 PM (both days)
Location: Central Office at 41st Street
Course No.: SHP301

January 2010

Sexual Harassment Prevention: Respectful Workplaces (for York managers and supervisors)
Wednesday, January 27, 1:30 to 4:30 pm
Location: York College
Course No.: SHP401

February 2010

TRAIN-THE-TRAINER
Wednesday, February 3, Thursday, February 4, and Wednesday, February 10, 9:00 AM to 5:00 PM (3 days)
Location: Central Office at 57th Street
Course No.: PDP251

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This Program Schedule is subject to change. Please check www.cuny.edu/training frequently for updates. Rev. 11.5.09