

**CUNY PROFESSIONAL DEVELOPMENT PROGRAM SCHEDULE
Fall 2011 (October 2011 – January 2012)**

OCTOBER 2011

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

DELEGATION AND TIME MANAGEMENT (C2004)

For Managers and Supervisors

Wednesday, October 19, 9:00 AM – 5:00 PM

Location: To be announced

FIRST LOOK: MICROSOFT OFFICE 2010 (WTT181)

For All Staff

Friday, October 21, 9:30 AM - 12:30 PM, OR 1:30 – 4:30 PM (2 Half-Day Sessions)

Location: Baruch College

ENGAGING EMPLOYEES THROUGH APPRECIATIVE COACHING (C9319)

For Managers and Supervisors

Tuesday, October 25, 9:00 AM - 5:00 PM

Location: Central Office at 57th Street

OUTLOOK (WTT301)

For All Staff

Friday, October 28, 9:30 AM - 12:30 PM, OR 1:30 - 4:30 PM (2 Half-Day Sessions)

Location: Baruch College

SPECIAL PROGRAMS

ARBITA TRAINING

For Human Resources Directors and Affirmative Action Officers

Tuesday, October 11, 1:30 – 3:00 PM

Location: Central Office at 41st Street

ARBITA TRAINING

For Human Resources Directors and Affirmative Action Officers

Wednesday, October 12, 10:30 AM – 12:00 PM

Location: Central Office at 41st Street

NOVEMBER 2011

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

GIVING EFFECTIVE ONGOING FEEDBACK (C1041)

For Managers and Supervisors

Tuesday, November 1, 9:00 AM - 5:00 PM

Location: Central Office at Hudson Street

EXCEL LEVEL 1 (WTT141)

For All Staff

Friday, November 4, 9:30 AM - 4:30 PM

Location: Baruch College

CUNY PROFESSIONAL DEVELOPMENT PROGRAM SCHEDULE
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NOVEMBER 2011

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP), *continued*

FUNDAMENTALS OF SUPERVISION (C1031)

For Managers and Supervisors

Monday, November 7 - Wednesday, November 9 (3 days), 9:00 AM - 5:00 PM

Location: Central Office at 57th Street/Central Office at Hudson Street

FIRST LOOK: MICROSOFT OFFICE 2010 (WTT181)

For All Staff

Friday, November 11, 9:30 AM - 12:30 PM, *OR* 1:30 – 4:30 PM (2 Half-Day Sessions)

Location: Baruch College

WORKING WITH GENERATIONS X, Y, AND Z (C9263)

For Managers, Supervisors, Professionals

Wednesday, November 16, 9:00 AM - 5:00 PM

Location: Central Office at Hudson Street

OUTLOOK (WTT301)

For All Staff

Friday, November 18, 9:30 AM - 12:30 PM, *OR* 1:30 - 4:30 PM (2 Half-Day Sessions)

Location: Baruch College

UNDERSTANDING AND MANAGING ORGANIZATIONAL CHANGE (C9172)

For Department Heads

Tuesday, November 29, 9:00 AM - 5:00 PM

Location: Central Office at 57th Street

CUNY POLICY PROGRAMS

SEXUAL HARASSMENT PREVENTION: POLICY AND PROCEDURES (SHP201)

For college SHAIC members

Thursday, November 3, 9:30 AM - 12:30 PM

Location: Central Office @ Hudson Street

SEXUAL HARASSMENT PREVENTION: COMPLAINT INTAKE (SHP202)

For college SHAIC members

Thursday, November 3, 1:30 - 4:30 PM

Location: Central Office @ Hudson Street

WORKING GREEN: ENERGY CONSERVATION FOR WORK AND HOME (PDP351)

For Selected Staff

Tuesday, November 30, 9:30 AM to 5:00 PM

Location: To be announced

**CUNY PROFESSIONAL DEVELOPMENT PROGRAM SCHEDULE
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DECEMBER 2011

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

STRESSMAKERS AND STRESSBREAKERS (C9086)

For All Staff

Wednesday, December 1, 9:00 AM - 5:00 PM

Location: To be announced

EXCEL LEVEL 2 (WTT241)

For All Staff

Friday, December 2, 9:30 AM - 4:30 PM

Location: Baruch College

TIME MANAGEMENT STRATEGIES (C8002)

For All Staff

Monday, December 5, 9:00 AM - 5:00 PM

Location: Central Office at Hudson Street

MIND TOOLS FOR MEMORY (C9279)

For All Staff

Friday, December 9, 9:00 AM - 5:00 PM

Location: Central Office at 57th Street

JANUARY 2012

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

BUSINESS WRITING: CLARITY THROUGH CRITICAL THINKING (C2036)

For Professional Staff

Tuesday, January 10, 9:00 AM - 5:00 PM

Location: To be announced

FIRST LOOK: MICROSOFT OFFICE 2010 (WTT181)

For All Staff

Friday, January 20, 9:30 am - 12:30 pm

Location: Baruch College

OUTLOOK (WTT301)

For All Staff

Friday, January 20, 1:30 - 4:30 PM

Location: Baruch College

SUCCESSFUL WORKPLACE COMMUNICATIONS (C1022)

For Administrative Assistants

Tuesday, January 31, 9:00 AM - 5:00 PM

Location: To be announced

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JANUARY 2012

CUNY POLICY PROGRAMS

SEXUAL HARASSMENT PREVENTION: POLICY AND PROCEDURES (SHP201)

For college SHAIC members

Thursday, January 12, 9:30 AM - 12:30 PM

Location: To be announced

SEXUAL HARASSMENT PREVENTION: COMPLAINT INTAKE (SHP202)

For college SHAIC members

Thursday, January 12, 1:30 - 4:30 PM

Location: To be announced

SEXUAL HARASSMENT PREVENTION: MANAGING INTAKE COMMUNICATIONS (SHP203)

For college SHAIC members

Wednesday, January 18, 9:30 AM - 4:30 PM

Location: To Be Announced

SEXUAL HARASSMENT PREVENTION: INFORMAL RESOLUTION: CONCILIATION (SHP301)

For college SHAIC members

Wednesday, January 25, and Thursday, January 26, 9:30 AM – 4:30 PM

Location: To be determined