OCTOBER 2015 – TECHNOLOGY MADE EZ…

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

MS Excel 2010: An Introduction Part 1 (WTT141)
For All Staff
Friday, October 2, 9:30 AM – 4:30 PM

MS Excel 2010: An Introduction Part 1 (WTT141)
For All Staff
Tuesday, October 6, 9:30 AM – 4:30 PM

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

MS PowerPoint 2010: Dynamic PowerPoint Delivery (WTT151P)
For All Staff
Friday, October 9, 1:30 – 4:30 PM

MS Word 2010: Using Styles, Graphics, Symbols, Charts & Translation (WTT131A)
For All Staff
Friday, October 16, 9:30 AM – 12:30 PM

MS Word 2010: Using Mail Merge, Tables, and Electronic Forms (WTT131P)
For All Staff
Friday, October 16, 1:30 – 4:30 PM

MS Excel 2010: Formulas and Functions (WTT141A)
For All Staff
Friday, October 23, 9:30 AM – 12:30 PM

MS Excel 2010: Pivot Tables (WTT141P)
For All Staff
Friday, October 23, 1:30 – 4:30 PM
NOVEMBER 2015 – KNOW YOURSELF…ACCOMPLISH MORE

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

How to Write Fast Under Pressure (C7513)
For All Staff
Wednesday, November 4, 9:00 AM – 5:00 PM

Creating a Positive Outlook (C1239)
For All Staff
Monday, November 9, 9:00 AM – 5:00 PM

Essentials of Supervision for the 21st Century (C1031)
For Managers and Supervisors
Thursday, November 12 and Friday, November 13 (2 Days), 9:00 AM – 5:00 PM

Lean Six Sigma: An Introduction to Quality and Productivity Improvement (C9100)
For Managers and Supervisors
Monday, November 30, and Tuesday, December 1 (2 Days), 9:00 AM – 5:00 PM

DECEMBER 2015

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Data Analytics for Managers (C4311)
For Directors/Managers/Supervisors/Project Leaders
Friday, December 4, 9:00 AM – 5:00 PM

JANUARY 2016 – GIVE YOURSELF A BOOST!

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

MS Excel 2010: An Introduction Part 1 (WTT141)
For All Staff
Friday, January 8, 9:30 AM – 4:30 PM

Foundations of Management (C1006)
For Managers and Supervisors
Wednesday-Friday, January 13, 14, 15 (3 days), 9:00 AM - 5:00 PM
CUNY Professional Development Program
COURSE REGISTRATION PROCEDURES

The following are the registration procedures for most CUNY professional development programs. These programs are designed for specific audiences and authorization from a manager or supervisor is required to attend. 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 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 and signed 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.