

CUNY PROFESSIONAL DEVELOPMENT PROGRAM JANUARY 2012 - *REVISED*



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

BUSINESS WRITING: CLARITY THROUGH CRITICAL THINKING (C2036)

Facilitator: Phil Vassallo

Target Audience: Professional Staff

By learning to think critically you can write with greater clarity. You will be able to more precisely analyze information and assess a particular task, subject, or issue. This one-day course will help you to use critical thinking skills and provide practice in a specific writing model to improve your business writing and completion of both large and small writing projects.

Friday, January 20, 9:30 AM - 4:30 PM

TECHNOLOGY FRIDAY!

Facilitator: Jackie Womack-Worrell

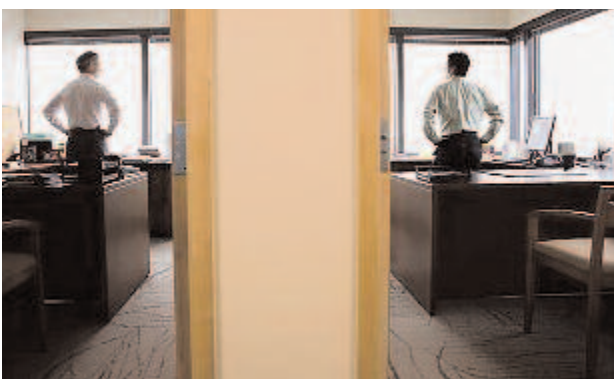
Target Audience: All Staff



EXCEL LEVEL 2 (WTT241)

Expanding on the skills learned in Level 1, this workshop will give participants the ability to rotate chart text, plot data, work with objects, and sort and protect data. Participants will create headers and footers and work intensively with formulas and functions.

Prerequisite: Excel Level 1 course or placement via online assessment



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

SUCCESSFUL WORKPLACE COMMUNICATION (C1022)

Facilitator: Des Mas

Target Audience: Administrative Staff

Improve your interactions with co-workers and learn to work more productively in groups. Evaluate your communication style and explore methods for improvement, including: recognizing others' needs; interpreting verbal and non-verbal cues; and diffusing conflicts.

TO REGISTER: Complete the ***OHRM/PDLM Application***, obtain your supervisor's signature, and deliver the application to your campus Human Resources Office. Applications are available at campus Human Resources Offices and online at www.cuny.edu/training and must be received ***at least 10 days before a course starts***. Dates are subject to change.

Professional Development & Learning Management

www.cuny.edu/training