Tuesday, March 5, and Wednesday, March 6, 9:00 am - 5:00 pm
ESSENTIALS FOR SUCCESSFUL PROJECT MANAGEMENT (C1234)
For Managers, Supervisors, and Professionals
This workshop will assist project managers in guiding an initiative from inception to successful completion. Learn to identify and define project objectives, efficiently and effectively coordinate project tasks, and apply the right processes and tools for managing a project team.

Friday, March 8, 9:00 am - 5:00 pm
MAXIMIZING YOUR ROLE ON YOUR TEAM (C9111)
For Professional Staff
Every member in a workgroup or team wants to be useful, valuable and effective. This course will help you to develop your role on the team. Participants will experience the benefits of teamwork as a method of improving performance and productivity, while analyzing their role on a team using a team-style inventory. Participants also will learn to “flex” their team style so that they can add even more value and contribution to their team.

Wednesday, March 13, 9:00 am - 5:00 pm
BUSINESS WRITING: CLARITY THROUGH CRITICAL THINKING (C2036)
For 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.

Tuesday, March 19, 9:00 am - 5:00 pm
COMMUNICATION FOR RESULTS (C9277)
For Professional Staff
Having some difficulty getting your point across? Frustrated because you know the right answer or best action, but can’t get others to cooperate? These days, success depends not only on having the facts and good ideas but on the ability to communicate them. This highly interactive course is for any professional who wants to overcome resistance and win people to their perspective through strategic and persuasive communication.

Thursday, March 21, 9:00 am - 5:00 pm
UNDERSTANDING AND MANAGING ORGANIZATIONAL CHANGE (C9172)
For Directors, Managers, and Supervisors
Change in leadership, process, or technology can lead to stress and resistance. Explore the challenges of adjusting to and managing change. Learn strategies to manage apathy, criticism, negativity, and low productivity from colleagues, staff, and even oneself.

REGISTRATION: To register, go to www.cuny.edu/training, click on REGISTRATION, and then click on the PDLM E-Application link. Follow the instructions on the Introduction page to complete and submit your E-Application (“E-App”). Applications must be received in the PDLM Office at least 10 days before a course starts. Dates are subject to change.

Come learn with us @ www.cuny.edu/training