Office of Human Resources Management

COURSE CATALOG
FALL 2012

COURSE OFFERINGS FOR OCTOBER THROUGH JANUARY

Office Productivity  ●  Managerial/Supervisory Skills  ●  Administrative Skills
Training & Facilitation  ●  Communication  ●  Customer Service
Technology  ●  CUNY Policies

Come Learn with Us!

Professional Development & Learning Management
www.cuny.edu/training
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message from the Vice Chancellor</td>
<td>1</td>
</tr>
<tr>
<td>Welcome</td>
<td>3</td>
</tr>
<tr>
<td>CUNY Professional Development Program (CPDP)</td>
<td>5</td>
</tr>
<tr>
<td>October 2012 (Technology Month)</td>
<td>8</td>
</tr>
<tr>
<td>November 2012</td>
<td>9</td>
</tr>
<tr>
<td>December 2012/January 2013</td>
<td>10</td>
</tr>
<tr>
<td>Managerial and Supervisory Competencies Certificate Programs</td>
<td>11</td>
</tr>
<tr>
<td>Policy Mandated Courses</td>
<td>13</td>
</tr>
<tr>
<td>Sexual Harassment Prevention Program</td>
<td>15</td>
</tr>
<tr>
<td>Workplace Violence Prevention Program</td>
<td>18</td>
</tr>
<tr>
<td>Domestic Violence Prevention Program</td>
<td>20</td>
</tr>
<tr>
<td>Customer Service Courses</td>
<td>21</td>
</tr>
<tr>
<td>Customer Service Training at the NYC Citywide Training Center (CTC)</td>
<td>23</td>
</tr>
<tr>
<td>Connections™ and Connections NOW™</td>
<td>25</td>
</tr>
<tr>
<td>CUNY Professional Development Course Registration Procedures</td>
<td>26</td>
</tr>
<tr>
<td>The NYC Citywide Training Center (CTC)</td>
<td>27</td>
</tr>
<tr>
<td>Administrative Professionals Certificate Program</td>
<td>31</td>
</tr>
<tr>
<td>CTC Courses on Campus (“On-Sites”)</td>
<td>32</td>
</tr>
<tr>
<td>The CUNY School of Professional Studies</td>
<td>35</td>
</tr>
<tr>
<td>Sustainable CUNY</td>
<td>37</td>
</tr>
<tr>
<td>Working Green</td>
<td>38</td>
</tr>
<tr>
<td>Green Energy Training at CUNY</td>
<td>39</td>
</tr>
<tr>
<td>Energy Management Training and Certification at the NYC Citywide Training Center</td>
<td>40</td>
</tr>
<tr>
<td>Appendix: Forms</td>
<td>43</td>
</tr>
<tr>
<td>PDLM E-Application Instructions</td>
<td>45</td>
</tr>
<tr>
<td>PDLM On-Site Training Request Form</td>
<td>47</td>
</tr>
<tr>
<td>Professional Development Planner</td>
<td>49</td>
</tr>
<tr>
<td>Professional Development &amp; Learning Management Team Directory</td>
<td>51</td>
</tr>
</tbody>
</table>
Message from the Vice Chancellor

All human beings are born with an innate desire and ability to learn. We are geared by nature to take in information, build skills and develop new ideas. Learning is an essential tool that helps individuals and societies grow and respond to change. People learn best from one another, and participation in learning communities is essential to their effectiveness, well-being and happiness in any work setting.

Learning doesn’t stop after we leave college – it continues throughout our lifetimes. This is especially important in a fast-changing world where dramatic workplace and lifestyle changes are the norm rather than the exception. No one knows that better than we do here at CUNY – our University and our jobs are growing and evolving every day. We realize that developing new skills and gaining knowledge provides us with the confidence to embrace change and seize opportunities. By embracing lifelong learning, we will not only become more innovative and enterprising at work, but we’ll be better able to cope with all aspects of life, on and off the job.

The new reality of the workplace is that organizations need motivated and highly skilled people to maintain a competitive edge. Think of it as a kind of “knowledge economy.” Technological advances and global competition requires that workers be equipped with not just technical know-how, but the ability to analyze, transform, create and share information. Lifelong learning is a powerful tool for building thriving organizations in which people pool their resources, skills and knowledge to advance the organization and enrich the community at large.

Towards that end, it is the mission of CUNY’s Office of Professional Development and Learning Management to provide opportunities for University employees to hone the skills that have brought them thus far, and to learn new ones that will equip them to succeed in the 21st Century workplace. I hope you will utilize these marvelous programs to invigorate and energize yourselves to move forward in your professional and personal lives. Let us all recommit ourselves to attaining our own personal goals, and to the service of our great University.

Sincerely,

Gloriana B. Waters
Vice Chancellor
Human Resources Management
WELCOME!

Thank you for your interest in the Professional Development & Learning Management (PDLM) Catalog of Courses for Fall 2012. The Professional Development & Learning Management team of the Office of Human Resources Management recognizes that the success of every organization depends on the skills and capabilities of its people. CUNY professional development programs are designed with this in mind.

MISSION

The mission of the Professional Development & Learning Management Office is to coordinate training and professional development programs that support University initiatives, assist in attaining organizational goals, and contribute to the professional and personal development of CUNY employees.

FALL 2012 COURSES

PDLM’s fall course schedule, along with courses presented by the NYC Citywide Training Center, offers opportunities for employees in all CUNY job groups to enhance their professional knowledge and skills in a variety of areas.

Workplace Effectiveness courses will explore Time Management Strategies and the importance of Organizing Your Workspace. In addition, the course Stressmakers and Stressbreakers will focus on how we can better manage stress and develop greater resiliency for handling personal and professional challenges.

Managerial and Supervisory training will include a review of Managerial Styles with an opportunity for participants to assess their own styles and explore which ones are most appropriate for their work environments. New managers and supervisors can learn the basics in Foundations of Management and Fundamentals of Supervision, core courses in the Managerial Competencies Certificate (MCC) program and the Supervisory Competencies Certificate (SCC) program, respectively.

Effective Communication training will explore various issues related to Working with Generations X, Y, and Z in today’s workplace and offer solutions for fostering a productive and respectful work environment.

Technology training in Microsoft Office software applications is available for all staff and will include courses in Excel and Word. Self-taught computer users seeking a more formal introduction to basic computer use should plan to take PC Essentials.

Policy courses include online and classroom training related to CUNY’s Sexual Harassment Prevention and Workplace Violence Prevention policies. Facilities managers and supervisors will learn about the important role they play in CUNY’s sustainability initiatives in the course Working Green.

The Fall 2012 PDLM Course Catalog contains course descriptions and registration instructions for these and other training programs. For schedule and location information, visit the PDLM website at www.cuny.edu/training to access the Fall 2012 Program Schedule, which is updated regularly.

Use the Professional Development Planner (page 49 of this catalog) to identify courses to aid in your professional growth and develop a short- or long-term professional development plan with your supervisor. Supervisors also can use the Planner to help employees set developmental goals based on current and/or future responsibilities.

Thank you for your participation in our professional development programs! We look forward to seeing you this fall.

Sincerely,

Team PDLM
Through the CUNY Professional Development Program (CPDP), PDLM offers a variety of courses to help employees in various job groups maximize their personal and workplace effectiveness and enhance their professional skills. Whether you are a director, manager, supervisor, professional, or administrative staff member, the CUNY Professional Development Program can help you to be more effective in your current position and achieve long-term growth in your career. CUNY faculty are always welcome. CPDP courses provide instruction in leadership and supervisory techniques, written and verbal communication, technology and more. All of these courses are designed to assist CUNY employees in working smarter instead of harder.

CUNY Professional Development Program courses are taught by seasoned professionals from a broad range of disciplines, including education, human resources, law, and government. Most of our instructors come to us through the Citywide Training Center (CTC) and many manage their own workforce consulting companies. Our diverse roster of course facilitators includes executive coaches, university professors, consultants to Fortune 500 companies, international public speakers, published authors, and an award-winning film producer. We are honored to have these distinguished individuals share their knowledge and experience with the CUNY community.

Descriptions for the fall 2012 CPDP courses are provided on subsequent pages. For schedule information, including other (non-CPDP) training programs offered throughout the fall, please refer to the Professional Development Program Schedule, available online at www.cuny.edu/training.
EXCEL LEVEL 1 (WTT141)
Participants will learn the skills for creating, editing and formatting Excel worksheets. An introduction to formulas, functions and the chart wizard also will be presented. **Prerequisite:** Working knowledge of Word Level 1

Days of Training: 1  
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, sparklines, and work with formulas and functions (such as “if” functions). **Prerequisite:** Excel Level 1 course or placement via online assessment

Days of Training: 1  
Target Audience: All staff

FUNDAMENTALS OF SUPERVISION (C1031)
An introduction to the issues, challenges, and typical situations related to supervising “frontline” employees. In this three-day workshop, participants will learn basic skills and be introduced to the key techniques they will need to function effectively in their supervisory role.

Days of Training: 3  
Target Audience: Managers and supervisors

PC ESSENTIALS (WTT109)
Self-taught computer users will gain the knowledge, skills and abilities necessary to conduct assigned tasks. Review the hardware components of the personal computer and become better acquainted with basic applications. Receive additional knowledge on managing files and folders, using e-mail, personalizing the PC, and browsing the internet.

Days of Training: 1/2 day  
Target Audience: All staff

WORD (WTT131)
A highly interactive course designed to build the participants’ proficiency in using Word 2003. This full-day workshop will enable users to create, format, and enhance standard business documents, and to become more comfortable using the software for daily tasks. A brief introduction of Word 2007 will also be presented. **Prerequisite:** Passing online assessment

Days of Training: 1  
Target Audience: All staff
Foundations of Management (C1006)

An overview of the managerial role in the public sector. Emphasis is placed on internal and external customers, devising and implementing process improvement, and tracking measurable outcomes. Prerequisite: Fundamentals of Supervision or two years managerial experience.

Days of Training: 3
Target Audience: Managers and supervisors

Managerial Styles (PDP461)

How managers and supervisors handle their various workday challenges depends greatly on their style of management. Managerial Styles is a one-day experiential workshop in which participants explore the six most prominent management styles and the effects of these styles on work environment, employee motivation, and team performance. Participants complete a self-assessment to assist in identifying their preferred management styles and in determining the appropriate style for their work environment.

Days of Training: 1
Target Audience: Managers and supervisors

Working Green: Sustainability for CUNY Facilities Managers and Supervisors (PDP351)

Learn about the CUNY Sustainability Project, the concept of “going green,” and the important role facilities personnel play in creating a more “Sustainable CUNY.” Participants will exchange ideas with colleagues from other campuses and identify changes that can be made to help their campuses to be more sustainable.

Days of Training: 1
Target Audience: Facilities managers, supervisors, and staff

Working with Generations X, Y, and Z (C9263)

Today’s workplace is multi-generational and research shows differing styles and values among generations X, Y, and Z. Gain an understanding of the different generational styles to foster positive and productive workplace interactions across the generations.

Days of Training: 1
Target Audience: Managers, supervisors, professionals

See page 15 for November 2012 SHAIC courses.
DECEMBER 2012

Course Descriptions

TIME MANAGEMENT STRATEGIES (C8002)

This course will assist participants in taking control of the time in their work day. Participants will identify unproductive work habits and learn a wide array of time management techniques to maximize their productivity. The focus will be on setting priorities and planning as the cornerstones of developing productive work habits. Participants will identify strategies that fit their work style and the realities of their work environment.

Days of Training: 1  
Target Audience: All staff

ORGANIZING YOUR WORKSPACE (C9260)

Having a well-organized workspace can contribute to having and maintaining a clutter-free and stress-free work environment. In this course participants will learn how to apply specific organization principles for creating an “easy to use” system that makes their work more manageable. Participants will analyze reasons for disorganization and develop strategies to break old habits. A learning guide, Getting Organized from A to Z, will be distributed.

Days of Training: 1  
Target Audience: All staff

STRESSMAKERS AND STRESSBREAKERS (C9086)

When job stress mounts up, our ability to perform well on and off the job is at risk. Stress affects our ability to concentrate, to work well with others, and to experience job satisfaction. This workshop focuses on how we can better manage stress and develop greater resiliency for handling challenges in and out of the workplace.

Days of Training: 1  
Target Audience: All staff

JANUARY 2013

Course Descriptions

MANAGERIAL STYLES (PDP461)

See description on page 9.

Days of Training: 1  
Target Audience: Managers and supervisors

See page 15 for January 2013 SHAIC courses.
PDLM has re-designed its skills enhancement certificate programs for CUNY managers and supervisors! The Managerial Competencies Certificate (MCC) and Supervisory Competencies Certificate (SCC) are designed to equip CUNY managers and supervisors with cutting-edge managerial competencies and supervisory techniques. Where required, customization for specific CUNY challenges is incorporated into the design of individual courses.

Requirements

To earn a certificate, Managers and Supervisors must complete:

- 3 core courses
- 1 course from the Leadership course list
- 1 elective course in the Communications or Workplace Violence Prevention list

Courses may be taken on-site at CUNY locations or at the Citywide Training Center. **In order to count toward a certificate, all courses must be completed within a two-year period.**

**CORE COURSES FOR MANAGERIAL COMPETENCIES CERTIFICATE (MCC)**

*Managers must complete three core courses and two electives*

- **Foundations of Management** (C1006) - 3-day foundation course; *should be taken first*
- **Managerial Power Tools: Motivating, Delegating, Teambuilding** (C9286) - 1 day
- **The Manager in the Middle: Effective Power Relationships Up & Down** (C9210) - 2 days

**CORE COURSES FOR SUPERVISORY COMPETENCIES CERTIFICATE (SCC)**

*Supervisors must complete three core courses and two electives*

- **Fundamentals of Supervision** (C1031) - 3-day foundation course; *should be taken first*
- **The Supervisor’s Challenge: Managing Yourself While Managing Others** (C9051) - 2 days
- **Smart Solutions for Unacceptable Employee Behavior** (C9017) - 2 days
Managers and Supervisors must complete 1 Leadership Course and 1 course in Communications or Workplace Violence Prevention.

**Leadership Courses**

- Emotional Intelligence: The Key to Effective Leadership (C9207) – 2 days
- Understanding and Managing Organizational Change (C9172) – 1 day

**Communications Courses**

- Conducting Effective Performance Appraisal Interviews (C1012) – 1 day
- Creating and Delivering Powerful Presentations (C9041) – 2 days
- Giving Effective On-going Feedback (C1041) – 1 day

**Workplace Violence Prevention Courses**

- Resolving Conflict: A Leadership Approach (C5151) – 2 days
- Creating Workplace Civility (C9100) – 1 day

Employees are not required to work toward a certificate to register for individual managerial or supervisory courses. However, all participants must meet course prerequisites and eligibility requirements.

To find out which core and elective courses for the MCC and SCC programs are being offered at CUNY locations this fall, and for dates, times, and locations, visit the OHRM PDLM web page at www.cuny.edu/training and access the Program Schedule via the COURSE INFORMATION section.
POLICY MANDATED COURSES
Harassment of employees or students based upon sex is inconsistent with and contrary to the University's non-discrimination policy. Sexual harassment is illegal under Federal, State, and City laws, and cannot be tolerated within the University. In compliance with federal and local laws and CUNY Policy, training is provided to disseminate the University’s Policy Against Sexual Harassment and to inform faculty and staff of their responsibilities. The University provides training programs for the CUNY Community-at-large, as well as specific training for members of the campus Sexual Harassment Awareness and Intake Committees (SHAIC) who intake and investigate sexual harassment complaints and who train others on campus about the CUNY policy. The University also provides a workshop specifically for managers and supervisors. Campuses also provide training programs to educate students and staff about the University’s policy and their responsibilities. CUNY’s Policy Against Sexual Harassment is available via the following link: http://web.cuny.edu/administration/ohrm/policies-procedures/policy-against-sexual-harassment.html

**Required Training for Campus SHAIC Members**

**Core Courses (for all SHAIC members)**

**NOVEMBER 2012**

**Policy and Procedures (SHP201)**

Participants review CUNY’s Policy Against Sexual Harassment and CUNY’s Procedures for Implementation of the City University’s Policy Against Sexual Harassment.

Days of Training: 1/2 day

**Complaint Intake (SHP202)**

This course is the second in a series of workshops for employees responsible for the intake of sexual harassment complaints. Participants learn to intake a sexual harassment complaint in compliance with CUNY’s Policy and Procedures, including collecting information from the complainant, communicating information on CUNY’s Policy Against Sexual Harassment, and preparing reports for the SHAIC Coordinator. **Prerequisite: Policy and Procedures**

Days of Training: 1/2 day

**JANUARY 2013**

**Policy and Procedures (SHP201) - See description above**

**Complaint Intake (SHP202) - See description above**

**Managing Intake Communications (SHP203)**

This course is the third in a series of workshops for employees responsible for the intake and resolution of sexual harassment complaints. Participants learn to: recognize and manage their personal biases about sexual harassment, effectively communicate during a sexual harassment intake, and recognize behaviors that can be perceived as sexual harassment. Emphasis will be placed on becoming familiar with CUNY’s policy and procedures regarding sexual harassment and knowing your responsibilities in reporting incidents of sexual harassment. **Prerequisites: Policy and Procedures and Complaint Intake**

Days of Training: 1
Required Training for Campus SHAIC Members, continued

For Campus Investigators (SHAIC members)*

Target Audience: Sexual Harassment Prevention Coordinators, Deputy Coordinators and all campus SHAIC Members assigned to resolve complaints

JANUARY 2013

Informal Resolution: Conciliation (SHP301)

This highly interactive workshop is the fourth in a series of sessions designed for employees who are responsible for the informal resolution of sexual harassment complaints. This course teaches participants to: manage interactions and communications sensitively between complainants and accused parties, explore options that may lead to an informal resolution, prepare informal resolution reports for the Sexual Harassment Coordinator and anticipate potential challenges experienced in conciliation efforts. Prerequisites: Policy and Procedures, Complaint Intake, and Managing Intake Communications

Days of Training: 2

*Additional training in Investigations provided by an outside firm. Seminar schedule and cost information to be announced.

For Campus Trainers

Date(s) to be announced

CUNY Train-the-Trainer (PDP304)

This highly interactive course covers the fundamentals of training design, basic facilitation skills, and how to present important information — including CUNY policies — to various campus audiences. Participants learn to design and facilitate an effective training program using the principles of adult learning theory, and how to customize their training programs for specific campus audiences, including employee groups and students.

Days of Training: 1

Target Audience: Training specialists and others responsible for designing and conducting training and professional development programs

Alternative train-the-trainer options are sometimes offered. Check the Program Schedule at www.cuny.edu/training for updates.
Training for Managers and Supervisors

Respectful Workplaces: Preventing Sexual Harassment (SHP401)

This course provides a comprehensive review of the problem of sexual harassment in the workplace. Managers and supervisors receive information on sexual harassment law, their responsibilities under the law, and CUNY’s policy against sexual harassment. They learn how to recognize harassing behavior in the workplace and what they can do to prevent a sexually hostile work environment. The Professional Development & Learning Management Office coordinates on-site presentations of this program to assist campus Sexual Harassment Awareness and Intake Committees in educating their managers and supervisors.

Days of Training: 1/2 day

Training for the University Community

Preventing Sexual Harassment at CUNY: Online Course and Mastery Test

PDLM has partnered with compliance software provider Workplace Answers (formerly New Media Learning) to offer a comprehensive, interactive online tutorial on sexual harassment law and CUNY’s policy, via the CUNY website. The tutorial is followed by a 15-question mastery test. Participants are required to review CUNY’s Policy Against Sexual Harassment before taking the test and may print a personalized Certificate after completing (and passing) the test. The course and test are self-paced and are available to the entire CUNY community.

To access the online course and mastery test: go to www.cuny.edu/training, click on PROGRAMS, then click on Sexual Harassment Prevention to access the program page. The link to the Sexual Harassment Course and Mastery Test is provided under the heading FOR THE UNIVERSITY COMMUNITY. Alternatively, you can click or enter the following address in your web browser: http://www.newmedialearning.com/psh/cuny/index.htm.

All members of the CUNY community are invited to take the sexual harassment prevention online course and mastery test. Specific editions of the course are offered to faculty, administrators and supervisors, non-supervisory employees, students, and guests (vendors and other visitors to the CUNY website who are not CUNY employees or students).

By special arrangement with Workplace Answers, The City University of New York has obtained authorization for small employers located in the five Boroughs of New York City, with not more than fifty (50) employees in total, to use the “Guest” version of the Online Course and Mastery Test free of charge for employee training. Larger employers may use this program for demonstration and evaluation but must obtain a license from Workplace Answers for instructional use.

COURSE COSTS

Sexual harassment prevention courses for college SHAIC members are offered free of charge. A small materials fee of $5 per person is charged for the course for managers and supervisors. Respectful Workplaces: Preventing Sexual Harassment. This fee is waived when the college pays for the course. Contact your campus Sexual Harassment Prevention Coordinator or SHAIC representative for more information.
The City University of New York has a long-standing commitment to promoting a safe and secure academic and work environment that promotes the achievement of its mission of teaching, research, scholarship, and service. All members of the University community are expected to maintain a working and learning environment free from violence, threats of harassment, intimidation or coercion. While these behaviors are not prevalent at the University, no organization is immune. New York State law mandates that CUNY train all employees in the risks and prevention of workplace violence upon hire and annually thereafter. To assist CUNY campuses in meeting this requirement, PDLM provides the following training programs:

**Training for Campus Workplace Violence Advisory Teams ("WVATs")**

*WVATs are responsible for assisting college Presidents in implementing the University's workplace violence prevention policy.*

**WVAT Policy & Program Review (Orientation) (WVP211)**

This course provides an orientation for members of campus Workplace Violence Advisory Teams (WVATs). Participants will review The City University of New York Campus and Workplace Violence Policy and Prevention Program in order to understand the definition of workplace violence under the Policy, the specific requirements of CUNY’s Program, and the responsibilities of campus WVAT members.

Days of Training:  1    Target Audience:  Members of campus Workplace Violence Advisory Teams ("WVATs")

**CUNY Train-the-Trainer (PDP304)**

*See course description on page 16.*

**Online Training for CUNY Employees**

*In addition to the topics covered in the online training program, individual campuses must assess their prevention needs and provide campus-specific training in workplace violence prevention. Interested persons should contact their campus WVAT Coordinator for information about the workplace violence prevention activities on their campuses.*

**Preventing Workplace Violence: Online Training Program**

The City University of New York's Preventing Workplace Violence online training program was implemented to familiarize CUNY employees with The City University of New York Campus and Workplace Violence Policy and provide information regarding workplace violence prevention; risk factors for workplace violence; how to identify a threatening situation; and, what to do if you are in or near a threatening situation.

During this 35-minute course, employees receive instructions on how to obtain a copy of their campus' written Workplace Violence Prevention Program. The online program includes audio narration and a final quiz that presents hypothetical situations to analyze related to workplace violence prevention and the CUNY policy. Upon successful completion of the quiz, employees earn a Certificate of Completion.
CPDP Courses for the Prevention of Workplace Violence

CUNY Professional Development Program courses in supervision, management, conflict resolution, diversity awareness, communication skills, and cross-cultural appreciation are provided to assist the University community in preventing incidents of workplace violence and include the following:

Building Positive Workplace Relationships (C9019)

This course highlights techniques for working with people in a positive way to achieve organizational goals in today’s diverse, high-pressured work environment. Learn how to build more supportive and rewarding workplace relationships by focusing on how to analyze and respond effectively to a variety of people and situations. The fundamentals of communication will be reviewed so that participants understand different approaches to problem-solving.

Days of Training: 1  
Target Audience: Managers, supervisors, and professionals

Communication Essentials for Resolving Conflict (C9077)

Practice specific skills to minimize and even eradicate workplace conflict, while maintaining your composure. Learn to decode body language, improve your nonverbal skills, and “cut through” tension to get your point across calmly, rationally, and professionally.

Days of Training: 1  
Target Audience: Managers and supervisors

Creating Workplace Civility (C9100)

Employees may face angry or disruptive behavior during the course of their work, including harassment, intimidation, disrespect, verbal aggression, or even violence. This course gives employees the confidence to proactively and effectively address problematic situations while maintaining their professionalism.

Days of Training: 1  
Target Audience: All staff

Dealing with Difficult People (C6060)

Learn to manage your own behavior, explore coping mechanisms, and develop more effective communication skills when confronted with a difficult person or situation.

Days of Training: 1  
Target Audience: All staff

From Conflict to Collaboration: Coping When People Push Our Buttons (C1272)

Conflict is often seen only as an imposition, but it can also provide an opportunity for change and growth. Learn techniques for interacting in a positive manner when a conflict occurs with co-workers, managers, and other important people in your life. Develop strategies to drain the intensity out of most situations and stay cool when things heat up.

Days of Training: 1  
Target Audience: All staff

NEW!
The City University of New York (CUNY) disapproves of violence against women, men, or children in any form, whether as an act of workplace violence or in any employee’s personal life. Domestic violence can spill over into the workplace, compromising the safety of both victims and co-workers and resulting in lost productivity, increased health care costs, increased absenteeism, and increased employee turnover. CUNY is committed to full compliance of all applicable laws governing domestic violence in the workplace, to promoting the health and safety of its employees, and to making a significant and continual difference in the fight to end domestic violence. CUNY will review this policy annually and will notify all employees and the New York State Office for the Prevention of Domestic Violence (“OPDV”) of any revisions.

**Training Requirements**

New York State requires employees designated as Domestic Violence Liaisons to complete a one-day *Domestic Violence and the Workplace* orientation course conducted by The New York State Office for the Prevention of Domestic Violence (OPDV). CUNY liaisons who will conduct domestic violence prevention training on their campuses also are required to complete the half-day New York State train-the-trainer course, *Program Implementation: Tools and Techniques for Trainers*. (Note that the full-day orientation course is a prerequisite for *Tools and Techniques*.)

**Course Descriptions**

**Domestic Violence and the Workplace (Course #DVP101)**

This workshop will prepare campus Domestic Violence Liaisons to better understand the dynamics of domestic violence, identify possible signs and indicators of victimization, make appropriate referrals to domestic violence service providers, work with professionals to assist identified victims with safety planning, and develop individualized responses in recognition of the physical, social and cultural realities that may affect an individual victim’s situation. Training also will include information on ways in which domestic violence impacts the workplace, including potential impact on worker productivity and safety risks to on-site personnel and visitors.

Days of Training: 1
Target Audience: Campus Domestic Violence Liaisons and employees providing training in domestic violence

**Domestic Violence and the Workplace - Program Implementation: Tools and Techniques for Trainers (Course #DVP201)**

This session is intended to support individuals in providing training on domestic violence on their campuses, as well as to standardize the message being delivered to all New York State employees. Training materials to support campus training efforts will be distributed and reviewed. Prerequisite: *Domestic Violence and the Workplace*

Days of Training: 1/2 day
Target Audience: Employees providing training in domestic violence

For more information about OPDV, visit [http://www.opdv.state.ny.us/trainpresent.html](http://www.opdv.state.ny.us/trainpresent.html).

CUNY’s Domestic Violence and the Workplace Policy is available at: [http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/domestic-violence.html](http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/domestic-violence.html).
Studies indicate that educational institutions can lose as much as 15 percent of enrollment because of poor customer service. To assist in combating such negative statistics, the Professional Development & Learning Management Office offers two employee development options aimed at helping CUNY employees provide exceptional customer service: (1) courses provided by the Citywide Training Center and (2) the Connections™ customer service training program.

CUSTOMER SERVICE COURSES

The DCAS Citywide Training Center (CTC) offers a series of customer service workshops that provide participants with the skills and tools necessary to cultivate positive interactions with both internal and external customers. Participants may take these courses at CTC locations or at CUNY locations when offered.

Additionally, the CTC has partnered with the Mayor’s Office of Operations Customer Service group to present the new NYC Customer Service Professional Certificate Program. This program replaces the CTC’s Excellence in Customer Service Certificate Program offered in previous years and is designed for customer service staff, managers, and supervisors in New York City agencies. CUNY employees are eligible to participate in the program; however, not all program courses may be relevant to CUNY employees. In addition to three core courses, program participants are required to complete just one elective chosen from a list of seventeen courses, most of which have relevance for CUNY employees. After completing the core and elective courses, certificate candidates must complete a CTC application and obtain a letter of recommendation from their manager or supervisor, who must then submit these documents to the CTC in order for a certificate to be awarded.

Registration

To find out which Citywide Training Center customer service courses are scheduled for Fall 2012, and for a complete listing of core and elective courses in the NYC Customer Service Professional Certificate Program, consult the current CTC Course Catalog and Schedule, available through the PDLM web site at www.cuny.edu/training, or at your college Human Resources Office. See the DCAS Citywide Training Center section of this catalog (page 27) for CTC application and registration procedures.

Course Costs

Citywide Training Center professional development courses generally cost $125 per person, per day of training, when taken at a CTC location. (PDLM is able to offer many CTC courses at CUNY locations for roughly half the price.) Occasionally, a series of courses taken to earn a CTC certificate may be offered at a discount. Contact your campus Human Resource Office for more information.

On-Site Customer Service Courses

Many CTC customer service courses may be conducted on your campus for 10 or more employees. To arrange an on-site course at your campus, you must:

1. Consult with your campus Human Resource Office.
2. Complete the OHRM/Professional Development & Learning Management Office On-Site Training Request Form. To obtain a form, see the Appendix of this catalog, visit www.cuny.edu/training, or contact PDLM.
3. Obtain the signature of your college fiscal officer (or designee).
4. Submit the completed form to the Professional Development & Learning Management Office.

For more information on on-site courses, see page 32 of this catalog.
Achieving Cross-Cultural Appreciation (C8017)

Cross-cultural appreciation is the foundation of successful customer service and partnering relationships among managers, peers and customers. This course is designed to provide participants with the insights and understanding necessary to increase readiness, willingness, and competence in handling workplaces and work situations that involve people from different cultures. Participants will gain increased knowledge and awareness of — as well as sensitivity to — the perspectives, values, and behaviors of different cultural groups.

Days of Training: 1
Target Audience: Employees who want to communicate successfully and have positive interactions in multi-cultural environments

Customer-Focused Writing for Clear and Effective Communication (C9103)

This Customer-Focused Writing workshop emphasizes how to create and evaluate your office documents to ensure clarity. Learn the six “customer-centric” criteria for effective written communication: clear purpose, relevant information, simple language, active voice, clear design, and reading level. Participants will practice writing and editing documents, learn the importance of clear and effective communication, and discover how these customer-focused criteria contribute to an easy-to-read document for customers.

Days of Training: 1
Target Audience: Staff whose responsibilities include creating clear and effective written correspondence.

Developing Dynamic Listening Skills (C2508)

This workshop will focus on the skills, knowledge, and attitudes necessary to meet the challenges of listening effectively. Through practical exercises, participants will improve their behaviors in this critical component of the communication process.

Days of Training: 1
Target Audience: Professionals seeking to enhance their listening behaviors for improved communication

Effective Telephone Skills (C6000)

This course equips participants with techniques critical to maximize telephone service, create “customer” satisfaction through effective communication, and deal with difficult people on the phone. Participants will gain skills for on-the-job effectiveness and be in a position to provide better telephone service.

Days of Training: 1
Target Audience: Clerical and administrative staff whose work involves telephone communication

Providing Exceptional Customer Service from the Help Desk (C9083)

This program is designed to assist Help Desk staff in delivering exceptional customer service while meeting the challenging technical needs of the organization. The workshop will sharpen listening and questioning skills, enabling Help Desk staff to assist users more effectively through empathy and concern. Participants will learn how to work more successfully with callers who have trouble identifying the issue or who are emotional.

Days of Training: 1
Target Audience: Help Desk staff
CONNECTIONS™ QUALITY SERVICE

Service is an easy area to overlook on campus. But customer service from campus personnel can make a huge impact on a campus’ primary customers: its students. Poor service can lead to poor student satisfaction—which can lead to students transferring, or worse, dropping out. Connections can help turn your campus service into a campus strength.

Connections is a comprehensive staff training program designed specifically for colleges and universities by Noel-Levitz, a national leader in the field of student services and retention. CUNY Connections courses are taught by campus personnel who are trained to present the program. The Professional Development Office coordinates the CUNY Connections Train-the-Trainer course for employees selected by their colleges to become trainers — or “Group Leaders” — for their campuses. These Group Leaders then work with key stakeholders on their campuses to implement customer service training for employees at their colleges, using the program. Two Connections Train-the-Trainer cohorts were trained in 2008-2009 and Connections training programs have been presented on some CUNY campuses.

The program features video vignettes with real-life scenarios shot on college campuses. The accompanying Participant Books and Leader’s Guides feature role-playing, group activities, and question-and-answer sessions that get staff talking and thinking about the techniques of good service. PDLM has distributed Leaders Guides and Participant Books to Group Leaders and/or Human Resources offices on each campus and the Connections videos may be borrowed from the PDLM video lending library. Additional materials can be ordered directly from Noel-Levitz.

CONNECTIONS NOW™

Connections NOW is an online course that presents the most effective concepts, skills, and techniques from the instructor-led Connections course in an online format for front-line staff, their supervisors, and the executives responsible for the success of service initiatives. The complete program consists of 12 self-paced modules covering topics from the importance of service through planning for the success of a quality service program. Each module contains a pre- and post-test that emphasizes the module’s principal concepts and “tests” the participant’s comprehension of them. The program can be delivered as a Blended Model with online as well as classroom sessions with campus Connections trainers (recommended) or in the Stand-Alone Model of all online training.

If you are interested in Connections™ or Connections NOW™, contact your campus Human Resource Office, or your campus Connections™ Group Leader(s). Colleges that are ready to launch their campus Connections™ training programs should contact the Professional Development Office before ordering materials from Noel-Levitz, as PDLM may have a limited supply of training materials that can be made available to the colleges, or may be able to facilitate special orders for multiple campuses.
The following are the general registration procedures for most CUNY professional development training programs. Most programs are designed for specific audiences and authorization from a manager or supervisor is required to participate. Contact your campus Human Resources Office for more information.

To register for CUNY Professional Development Program courses:

2. Print the completed E-Application and obtain your supervisor's signature.
3. Submit the signed E-Application to your college Human Resources Office for authorization.
4. The college Human Resources Office must forward the “E-App” to the Professional Development Office for processing. E-Applications should be received in the Professional Development Office at least 10 days before the start of a course.
5. The Professional Development Office generally confirms an applicant's registration for a course via email five to seven days before the start of the course.

Registration Instructions for Sexual Harassment Awareness and Intake Committee (SHAIC) Members

Members of campus Sexual Harassment Awareness and Intake Committees also must use the PDLM E-Application to register for sexual harassment prevention courses. However, authorization from the campus Human Resources Office is not required. Committee members should:

2. Obtain your supervisor’s signature. (HR authorization not required.)
3. Forward the signed E-Application to your campus sexual harassment prevention liaison, or directly to the Professional Development Office, as instructed by the campus liaison. Applications should arrive in the Professional Development Office at least 10 days before the start of a course and will be confirmed via email five to seven days before the start of the course.

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. Professional development courses taken at a Citywide Training Center location generally cost $125 per person, per day of training. The usual cost for Professional Development Program Technology courses is $25 per person.

PDLM covers the cost of bringing Respectful Workplaces: Preventing Sexual Harassment (for managers and supervisors) to several campuses each year. Colleges are charged a $5 per participant materials fee. Colleges also may bring this course on site at their own expense. The materials fee is waived when the college pays for the course.

Sexual Harassment Prevention courses for college SHAIC members and other CUNY Policy Mandated courses are provided free of charge.
The OHRM Professional Development and Learning Management Office serves as the Citywide Training Center’s agency liaison for CUNY and partners with college Human Resources offices to arrange for CUNY employees to participate in CTC courses.
NYC CITYWIDE TRAINING CENTER
Professional Development and Training Programs

By special arrangement, CUNY employees may attend professional development programs offered by the Citywide training Center of the New York City Department of Administrative Services (DCAS). DCAS Citywide Training Center (CTC) courses and programs are designed to improve participants’ skills, job performance, and career opportunities. Instructors are drawn from government, universities, and the private sector and are practitioners of the skills they teach. The CTC offers courses and programs in professional and administrative workplace effectiveness, managerial and supervisory skills, computer technology, certifications for IT professionals, and auditing and procurement management and certification programs.

Course Categories

Workplace Effectiveness courses are designed to address the challenges that arise in public sector work environments and include such topics as delegation and time management, project management, stress management, managing multiple priorities, managing non-productive emotions, business writing, dealing with difficult people, and effective office management.

Managerial and Supervision courses emphasize leadership skills as strategic tools for realizing an employer’s mission and goals. Topics include team development, employee motivation, reducing conflict, leading organizational change, coaching employees, setting direction, and managing for excellent customer service.

Communication courses provide opportunities for employees at all levels to improve and broaden their written, oral, and interpersonal communication skills. Topics include grammar, business writing, delivering quality in-person customer service, listening skills, telephone techniques, effective presentations, and assertive communication.

The CTC’s Administrative Professional Certificate (APC) program provides courses for administrative professionals who wish to improve their skills and provide exceptional service. To obtain the certificate, employees must take three core courses, a communications course and a technology course.

Computer Technology courses for general staff cover the Microsoft Office Suite and Operating Systems (Windows 7), software applications for desktop publishing (Acrobat), graphic design (Illustrator, Photoshop, Visio), project management (Project), web development (HTML 4: Web Authoring), and report writing (Crystal Reports).

The Citywide IT Training Program provides access to over 200 high quality technical training courses and 60 certifications from industry leaders such as Checkpoint, Cisco, Citrix, CIW, CompTia, EC-Council, Linux, Novell, Microsoft, Oracle, Project Management Institute and UNIX. IT professionals also can hone their customer service skills in the course Providing Exceptional Customer Service from the Help Desk.
Procurement courses are presented by the New York City Procurement Training institute (PTI) and can lead to professional certification in procurement management. The Universal Public Purchasing Certification Council (UPPC) and the institute for Supply Management (ISM) recognize training offered under the PTI as an approved source of continuing professional education credit for recertification.

Auditing courses comply with the federally mandated government Auditing Standard. Courses are provided specifically for city auditors, and for other auditing managers. Auditing course instructors have extensive experience in government auditing and training and come from the government Audit Training institute of the Graduate School of the United States Department of Agriculture (USDA).

Energy Management and Building Operations courses are designed for professionals in building design, construction, procurement, building operations, maintenance and capital program management. Courses include the Building Operator Certificate Program, Levels 1 (15 weeks) and 2 (7.5 weeks), and the Certified Energy Manager Program (five days). For more information on these programs, see the Sustainable CUNY section of this catalog beginning on page 37.

Continuing Education Units (CEUs)

CTC is an authorized provider of Continuing Education Units (CEUs) and Professional Development credits for various professional accreditation programs. A Continuing Education Unit (CEU) is a nationally recognized standard unit for measuring professional education credits. These units are earned when individuals complete a qualified continuing education program. One CEU is equal to ten hours of participation in an organized continuing education course taught by experienced trainers and consultants. By obtaining CEUs in specific topics, participants may be able to combine acquired courses toward professional certification and toward certain academic degrees.

Registration

The Professional Development & Learning Management Office serves as the CUNY liaison to the CTC and must approve and submit CUNY applications to DCAS. But registration begins at your campus. CTC applications are available from your College Human Resources Office or may be downloaded from the PDLM web site at www.cuny.edu/training under the REGISTRATION link. Contact your College Human Resources Office for more information.

DCAS Citywide Training Center Course Costs

CUNY employees may attend Citywide Training Center courses at CTC locations for the same price as New York City employees. For most professional development courses, the cost is $125 per person, per day of training. Prices for certain certificate courses may vary depending on the subject matter. Contact your campus Human Resources Office for more information.

CTC Course Cancellation Policy

If a registered employee cannot attend a course, notice of cancellation must be submitted in writing to Professional Development & Learning Management via email at University.Training@mail.cuny.edu at least 10 days before the class begins. We recommend that departments or colleges have one or two alternate employees on “stand-by” as potential substitutes when an employee is registered for an individual course. If a registered employee or substitute fails to attend and written notification is not provided within the specified timeframe, the College will be charged for the course.
The Citywide Training Center’s Administrative Professional Certificate (APC) Program provides administrative professionals with opportunities to refine their skills and develop new strategies for achieving optimum work outcomes while effectively managing the challenges in their work environment. Administrative Professionals will learn best practices of effective office management, workplace communication, business writing, and technology applications. Upon successful completion of the APC program, candidates will be invited to the Citywide Training Center’s APC Graduation and Celebration Ceremony where they will receive certificates of achievement.

APC candidates must complete 3 core courses, 1 Communication Elective and 1 Technology Skills Elective.

**APC PROGRAM CORE COURSES**

Effective Office Management for Today’s Workplace (C2202)
Managing Multiple Priorities (C5044)
Dealing with Difficult People (C6060)

**APC PROGRAM COMMUNICATION ELECTIVES**

Action Grammar (C5031)
Developing Dynamic Listening Skills (C2508)
“Easy” English for the Multi-Lingual Writer (C8005)
Successful Letter and Memo Writing (C6788)
Successful Workplace Communication (C1022)

**APC PROGRAM TECHNOLOGY SKILLS ELECTIVES**

Excel (Level 1, 2, or 3; 2003, 2007, or 2010)
Word (Level 1, 2, or 3; 2007 or 2010)
Outlook (Level 1, 2, or 3; 2007 or 2010)

For course descriptions and schedule information, access the CTC Course catalog and schedule via the PDLM website at www.cuny.edu/training.
NYC CITYWIDE TRAINING CENTER
Professional Development and Training Programs

CTC COURSES ON CAMPUS

The OHRM Professional Development Office works with campus Human Resources Offices to offer many CTC courses on their campuses. These “on-site” courses may include professional development courses in workplace effectiveness, management and supervision, and communication, as well as certificate program courses. CTC technology courses also may be brought to your campus but modifications will be required to your college’s IT laboratory to meet instructor specifications. CTC courses may be conducted on your campus for 10 or more employees. College Human Resources Offices should contact the Professional Development Office at least two to four months before they wish to offer an on-site course. Please note that in 2012-2013, campuses must conduct all CTC on-site courses by Tuesday, June 18, 2013.

Cost

In general, the cost for on-site professional development courses is $1,800 per day of training. Course costs may increase if customization is required. The cost of on-site technology courses depends on several variables. Contact the Professional Development Office for more information.

To arrange an on-site course at your campus:

1. Consult with your campus Human Resources Office.
2. Complete the OHRM/Professional Development & Learning Management Office On-Site Training Request Form. To obtain a form, see the Appendix of this catalog, visit www.cuny.edu/training, or contact PDLM.
3. Obtain the signature of your college fiscal officer (or designee).
4. Submit the completed form to the Professional Development & Learning Management Office.

On-Site Course Cancellation policy

Notice of cancellation of an on-site course must be submitted in writing to Professional Development & Learning Management via email at University.Training@mail.cuny.edu no later than 15 days prior to the start of the class. Failure to do so may result in the College having to pay for the cancelled course.
ADDITIONAL LEARNING OPPORTUNITIES @ CUNY
CUNY’s School of Professional Studies (SPS) offers courses and academic programs that meet the needs of adults looking for new skills to advance in their careers and for employees looking to keep their edge in today's competitive marketplace. SPS offers classes for college credit, which can be used toward undergraduate and graduate degrees, as well as certificates and professional accreditations in a range of fields, including education, law, science, arts and culture, and healthcare and human services. SPS also is home to CUNY’s first fully online degree programs and offers Energy Services and Technology Courses designed for facilities professionals and suitable for: CUNY facilities managers, administrative superintendents, building professionals, and managers of campus HVAC and electrical systems.

The School of Professional Studies is located at CUNY’s graduate School and University Center in midtown Manhattan. Courses are offered at various CUNY campuses and at other locations throughout the city. To learn more about the CUNY School of Professional Studies, visit [http://www.sps.cuny.edu](http://www.sps.cuny.edu) or call (212) 652-CUNY.

**Undergraduate Degree Programs**
- Online B.S. in Health Information Management
- Online B.S. in Psychology
- Online B.A. in Sociology Online B.S. in Business
- Online B.A. in Communication and Culture
- Online B.A. in Disability Studies

**Graduate Degree Programs**
- M.A. in Applied Theatre
- M.A. in Disability Studies
- M.A. in Labor Studies
- M.A. in Urban Studies
- Online M.S. in Business Management and Leadership
- Online M.S. in Information Systems

**Graduate Certificate Programs**
- Graduate Certificate in Adult Learning
- Graduate Certificate in Coaching in the Organizational Context
- Graduate Certificate in Disability Studies
- Graduate Certificate in Health Care Policy and Administration
- Graduate Certificate in Immigration Law
- Graduate Certificate in Labor Relations
- Graduate Certificate in Labor Studies
- Graduate Certificate in Management
- Graduate Certificate in Project Management
- Graduate Certificate in Public Administration and Public Policy (Level I)
- Graduate Certificate in Public Administration and Public Policy (Level II)

**Certificate Programs**
- Certificate in Business Communications
- Certificate in Diversity in the Workplace
- Certificate in Education Foundations
- Certificate in Financial Studies
- Certificate in Health Care Policy and Administration
- Certificate in Labor Relations
- Certificate in Labor Studies
- Certificate in Leadership
- Certificate in Management
- Certificate in Organizational Studies
- Certificate in Public Administration and Public Policy
- Certificate in Understanding How Adults Learn
- Child Development Associate Certificate

**Non-Degree Programs**
- Children's Program Administrator Credential
- Seminars on Science

**Workforce Development Programs**
- AFSCME District Council 37
- CWA Local 1180
- Local 94 of the International Union of Operating Engineers: Environmental Control Technology Programs
- SEIU Local 32BJ - Environmental Technology and Green Building
- Transit Workers Union Local 100: Transit Certificate Program
- United Federation of Teachers (UFT): Leap-to-Teacher
CUNY/DCAS Public Administration Program

The CUNY/DCAS Public Administration Program is a collaboration between CUNY’s Murphy Institute for Worker Education, the NYC Department of Citywide Administrative Services (DCAS), and participating unions. It provides an opportunity to earn college credits, improve communication and analytical skills, and expand knowledge of government agencies, social services, labor relations and the legislative and budgetary process in the context of deepening the understanding of urban challenges. Courses of Study include undergraduate and graduate certificates in public administration and public policy.

For more information about these programs, call the Murphy Institute at (212) 827-0200 or DCAS at (212) 669-3630.
The CUNY Sustainability Project

On June 6, 2007, Mayor Michael Bloomberg asked New York City's institutions of higher learning to assist him in fulfilling the mandates of PlaNYC, the city's blueprint for achieving greater sustainability and reducing greenhouse gas emissions by 30 percent by the year 2030. The city's colleges and universities were challenged to reduce their carbon footprints by 30 percent by 2017. In order to achieve this goal, the University formed the CUNY Task Force on Sustainability and tasked all 23 of its institutions with creating unique, measurable ten-year sustainability plans. This effort is known as the CUNY Sustainability Project.

Since the project's launch:

- The U.S. Environmental Protection Agency (EPA) awarded Sustainable CUNY the prestigious 2012 Environmental Quality Award for its effort to support large scale solar adoption as lead for the NYC Solar America City Partnership (April 2012).
- CUNY ranked 11th on the Environmental Protection Agency's list of top green power users among higher education institutions.
- The City University of New York (CUNY), on behalf of New York City (NYC), won a grant award from the U.S. Department of Energy (DOE) for SunShot NY, an aggressive plan to streamline solar installations (December 2011).
- The first annual progress report on New York State green procurement and agency sustainability (FY 2008-2009) highlighted CUNY as a noteworthy example of an institution that has developed a comprehensive sustainability program.

PDLM leads the CUNY Sustainability Task Force's Professional Development Committee, whose charge is to help CUNY to develop training and education programs for its facilities managers on sustainable practices.

To learn more about sustainability at CUNY, visit http://www.cuny.edu/about/resources/sustainability.html.

“Our success in achieving our targets by 2017 is critical to the quality of life in an increasingly populated New York City…”

-Chancellor Matthew Goldstein
Professional Development & Learning Management
and the CUNY Sustainability Office
present

WORKING GREEN
Sustainability for CUNY Facilities Managers and Supervisors (PDP351)

Target Audience: Facilities Managers and Supervisors
(Facilities staff may participate if approved by their supervisors)

Course Description: Working Green is a one-day training and education program designed to introduce CUNY facilities supervisors to the CUNY Sustainability Project, the concept of “going green,” and the important role facilities personnel play in creating a more “Sustainable CUNY” and a more sustainable world. All participants will identify specific changes that can be made within their departments to help their campuses to be more sustainable, and will have an opportunity to exchange ideas with colleagues from other campuses. Through group discussion, participants will develop a brief outline of the steps that might be necessary to implement the changes they have identified.

CUNY facilities employees will learn:

- What CUNY is doing to minimize its ecological impact and promote a culture of sustainability throughout the University
- How CUNY’s efforts fit into plans for a more sustainable New York City
- What it means to “work green”
- The key role of facilities staff in CUNY’s sustainability initiatives
- Specific steps facilities staff can take to work more sustainably
- How to set a “green agenda” for facilities staff
Green Energy Training at CUNY (GET@CUNY) encompasses existing CUNY training courses related to energy efficiency, building retrofitting, and renewable energy technologies and develops new courses, making them available as credit and non-credit modules at multiple CUNY campuses and partner locations. Some of these courses will eventually be offered as distance learning courses, as well.

The Center for Sustainable Energy at Bronx Community College coordinates this training effort, with courses delivered at Bronx Community College, Kingsborough Community College, LaGuardia Community College, New York City College of Technology, Medgar Evers College, City College of New York, and Borough of Manhattan Community College.

Specific subject areas and courses include:

**Energy Efficient Building**
- Designing Energy Efficient Building Systems

**Building Performance Institute Training**
- Building Analyst Training
- Building Envelope Professional Training
- Basics of Building Science
- Basic Air Sealing and Insulation (BASI)

**Geothermal/GeoExchange**
- GeoExchange Design Principles

**Solar Thermal**
- How to Put Together a Solar Thermal Package
- Solar Thermal Design and Installation Class
- Introduction to CAD Drawing for Solar PV and Solar Thermal: Computer Drawing and Design for Solar Systems

**Photovoltaic (Solar Electric)**
- 36-hour Math/Electricity Basics for Photovoltaics
- 40-hour Introductory Photovoltaics Design and Installation
- Introduction to CAD Drawing for Solar PV and Solar Thermal: Computer Drawing and Design for Solar Systems
- Advanced: Grid-Tied Photovoltaics
- Advanced: Off-Grid Photovoltaics, with International Emphasis
- Introduction to Sustainable Technologies and CSE Programs
- Solar Professionals Seminars
- How to Put Together a Solar Thermal Package
- RETScreen Workshop
- Streamlining Solar Workshop

**The Business of Clean, Green Energy**
- Streamlining Solar Workshop
- Solar Professionals Seminars
- RETScreen Workshop
- Introduction to Sustainable Technologies and CSE Programs
- How to Put Together a Solar Thermal Package

For schedule, course descriptions, costs, and registration information, visit the Center’s website at www.csebcc.org, or call 718-289-5100, x3733.
As the City aggressively pursues meeting the 30% greenhouse gas reduction goal announced by Mayor Bloomberg in his sustainability plan, PlaNYC 2030, building operators are critical to the management of successful, energy-efficient facilities. Building Operators Certification (BOC) is a competency-based training and certification program for building operators. In addition to increasing the energy-efficiency of City facilities, the course offers the opportunity for improved job skills and more comfortable, efficient facilities. The Certified Energy Manager (CEM) program is designed for energy managers and other professionals who can benefit from in-depth information on analyzing energy bills, conducting economic analyses, and applying cost-effective, cost-cutting technologies to reduce facilities’ energy use and cost.

Building Operator Certification Program, Level 1

This fifteen-week course provides an overview of building systems, especially as relates to energy use. The course focuses on equipment and system functions, thermal comfort, lighting and air quality, understanding of building loads and fundamentals of their calculation, in addition to mechanical and electrical systems and life-safety considerations. The course is designed for building operators who may have limited formal training but have substantial work experience in building systems. This course would also be beneficial to facility managers who have entered the field from a management background and seek to improve their understanding of physical and equipment principles.

Building Operator Certification Program, Level 2

For those who have successfully completed the BOC Level 1 course, this seven and a half week course provides an opportunity to further develop skills and achieve the BOC Level 2 credential. The course continues the Level-1 focus on equipment and system functions, thermal comfort, lighting, air quality and energy efficiency, emphasizing controls and controls systems, mechanical and electrical maintenance strategies and techniques, and fault detection and diagnosis.

Certified Energy Manager Program

This five-day program will provide an in-depth learning and problem-solving forum. The program covers such areas as: the need for energy management; conducting an energy audit; energy codes and standards; building energy use and performance; and much more. The course should be taken by those whose organization’s operations can benefit from it even if they do not plan on taking the CEM examination.

To learn more about the Citywide Training Center Energy Management certificate programs — including schedules, costs, prerequisites, and exam information — access the CTC catalog via the NYC Citywide Training Center section of the PDLM web site at www.cuny.edu/training.
ENERGY MANAGEMENT TRAINING
@ the Citywide Training Center

Green Procurement Course

Environmentally Preferable Purchasing
and Green Building Principles and Requirements
(P6015M)

In this course, participants will learn about the procurement impacts of the recent "Green Buildings" and "Environmentally Preferable Purchasing" (EPP) local laws. Participants will be given an overview of the requirements of Local Law 86.

SEMINAR OBJECTIVES:

- Determine whether a project must comply with a Green Building/LEED (Leadership in Energy and Environmental Design) standard or energy/water efficiency requirements
- Explore potential exemptions and waivers
- Discuss the oversight review process and reporting provisions
- Examine the following Local Laws as they relate to design and construction projects:
  - Local Law 119 - Energy and Water Efficiency
  - Local Law 120 - Hazardous Materials
APPENDIX

CUNY PROFESSIONAL DEVELOPMENT PROGRAM

FORMS
NEW!

CUNY PROFESSIONAL DEVELOPMENT PROGRAM

PDLM E-Application

Use the new online PDLM E-Application to register for the CUNY Professional Development Program courses listed in the PDLM Course Catalog and Program Schedule. The new “PDLM E-Application” will enable PDLM to process your course registrations more quickly and accurately. (Note: Do not use the “PDLM E-Application” to register for DCAS Citywide Training Center courses conducted at 2 Washington Street or other CTC locations.)

The PDLM E-Application is easy to use and instructions are provided below. If you have questions about registering for training programs, contact your college Human Resources Office. If you have specific questions about the PDLM E-Application, contact OHRM/PDLM at University.Training@mail.cuny.edu.

<table>
<thead>
<tr>
<th>PDLM E-Application Instructions</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click on the link to access the PDLM E-Application instructions and form: PDLM E-Application.</td>
<td>Alternatively, go to <a href="http://www.cuny.edu/training">www.cuny.edu/training</a>, click REGISTRATION, then click PDLM E-Application.</td>
</tr>
<tr>
<td>2. Complete Sections 1 and 2 of the PDLM E-Application online. (Be sure to type your name as your signature at the end of Section 2.)</td>
<td>The PDLM E-Application is divided into four sections: • Section 1 – Name, CUNYfirst Employee ID #, and Work Information • Section 2 – Course Requests • Section 3 – Supervisor/Manager Approval and Signature • Section 4 - Human Resources Office Authorization</td>
</tr>
<tr>
<td>3. Print the PDLM E-Application.</td>
<td></td>
</tr>
<tr>
<td>4. Obtain your supervisor’s signature in Section 3.</td>
<td></td>
</tr>
<tr>
<td>5. Submit the hard copy E-Application to your Human Resources Office for HR Authorization and Signature in Section 4.</td>
<td>The HR Office should scan and submit completed PDLM E-Applications via current submission procedures.</td>
</tr>
<tr>
<td>6. Your HR Office will submit the completed PDLM E-Application to the OHRM Professional Development &amp; Learning Management Office.</td>
<td></td>
</tr>
</tbody>
</table>

COME LEARN WITH US!

Professional Development & Learning Management

www.cuny.edu/training
Date:

---

**OHRM Professional Development and Learning Management Office**

**ON-SITE TRAINING REQUEST FORM**

<table>
<thead>
<tr>
<th>College Name/Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College Contact Person(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College Contact Phone # &amp; Fax #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College Contact Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College Location/Shipping Address for Training Materials: <em>(College location is responsible for arranging for training material pickup)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College Training Location (if different from Shipping Address):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Training Day(s)</th>
<th>Training Date(s)</th>
<th>Training Time(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**TRAININGS/COURSES**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title of Course</th>
<th># of Days</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

If your college/department needs to cancel a course, submit cancellation in writing to the Professional Development & Learning Management Office at University.Training@mail.cuny.edu 15 days prior to the start of the class. Failure to notify us as required could result in your college/department having to pay the Citywide Training Center for the cancelled course.

(over)
<table>
<thead>
<tr>
<th>COLLEGE HUMAN RESOURCE AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Name (Print Clearly)</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Fax</td>
</tr>
<tr>
<td>E-Mail</td>
</tr>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLLEGE FISCAL OFFICER/DESIGNEE AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Name (Print Clearly)</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Fax</td>
</tr>
<tr>
<td>E-Mail</td>
</tr>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIVERSITY PROFESSIONAL DEVELOPMENT OFFICE AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>(for PDLM use only)</td>
</tr>
<tr>
<td>Authorized Name (Print Clearly)</td>
</tr>
<tr>
<td>Rhonnye Ricks</td>
</tr>
<tr>
<td>Phone                                             646-758-7940</td>
</tr>
<tr>
<td>Fax                                              646-758-7948</td>
</tr>
<tr>
<td>E-Mail                                            <a href="mailto:University.Training@mail.cuny.edu">University.Training@mail.cuny.edu</a></td>
</tr>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

Professional Development & Learning Management Office
Office of Human Resources Management
The City University of New York
395 Hudson Street, 5th Floor
New York, New York 10014
Tel: 646-758-7940
Fax: 646-758-7945
University.Training@mail.cuny.edu
www.cuny.edu/training

08/26/2011
PDLM has provided this tool to aid CUNY staff members in creating and customizing a short- or long-term professional development plan for themselves or their employees.

**Managers/Supervisors:** As you peruse the catalog, use this form to note courses that would aid in the professional growth of your employees.

**Non-Supervisory Employees:** Identify courses that would aid in your professional growth, note them on the Professional Development Planner, then discuss with your manager to determine an appropriate professional development plan.

Tip: Include notes explaining how each course will help in meeting current or future performance goals.

<table>
<thead>
<tr>
<th>Employee Name/Title</th>
<th>Course Name/Number</th>
<th>Course Date(s)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Name/Title</td>
<td>Course Name/Number</td>
<td>Course Date(s)</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------</td>
<td>----------------</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Professional Development & Learning Management
Office of Human Resources Management

Gloriana B. Waters
Vice Chancellor

Raymond F. O'Brien, Esq.
Senior University Executive Director for Human Resources Operations
& Deputy to the Vice Chancellor

Raj Singh
Senior University Executive Director
Human Resources Strategic Planning and Technology

Professional Development & Learning Management Office

Rhonnye Ricks
University Director

Jackie Womack-Worrell
Associate Manager

Kevin Webb
Training Program Coordinator

Nancy Zane
Technology Training Specialist

Starr Hargraves
Training Assistant

Rian Bridgemohan
Training Assistant

Contact
The City University of New York
Office of Human Resources Management
Professional Development & Learning Management
395 Hudson Street
New York, New York 10014
Phone: 646-758-7940
University.Training@mail.cuny.edu
www.cuny.edu/training