

**OHRM Professional Development & Learning Management
PROGRAM SCHEDULE
Spring 2012 (February 2012 – June 2012)**

February 2012

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Communication Essentials for Resolving Conflict (C9077)

For Managers and Supervisors

Friday, February 3, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Creating Workplace Civility (C9100)

For All Staff

Tuesday, February 7, 9:00 AM – 5:00 PM

Location: Central Office at 41st Street

Excel Level 1 (WTT141)

Prerequisite: Working knowledge of Word Level 1

For All Staff

Friday, February 10, 9:30 AM – 4:30 PM

Location: Baruch College

Dealing With Difficult People (C6060)

For Administrative Staff

Tuesday, February 14, 9:00 AM – 5:00 PM

Location: Central Office at 41st Street

Having That “Challenging” Conversation (C9158)

For All Staff

Wednesday, February 15, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Creating Workplace Civility (C9100)

For All Staff

Friday, February 24, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Foundations of Management (C1006)

Prerequisite: Fundamentals of Supervision or two years managerial experience

For Managers and Supervisors

Tuesday, February 28 – Thursday, March 1 (3 Days), 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

**OHRM Professional Development & Learning Management
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February 2012, continued

CUNY SPECIAL PROGRAMS

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

For Facilities Managers and Supervisors

Thursday, February 9, 9:30 AM – 4:30 PM

Location: Central Office at 57th Street

Defensive Driving: Passenger Van Driving (DDC300)

For Selected Employees

Tuesday, February 21, 6:30 – 8:30 PM

Location: Central Office at 80th Street

Defensive Driving: Passenger Van Driving (DDC300)

For Selected Employees

Saturday, February 25, 10:00 AM – 12:00 PM

Location: Central Office at 80th Street

March 2012

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Fundamentals of Effective Presentations (C9114)

For Professionals

Tuesday, March 6, 9:00 AM – 5:00 PM

Location: Central Office at 41st Street

Performance Management and Six Sigma: An Introduction to Quality and Productivity Improvement (C9287)

For Directors, Managers, and Supervisors

Thursday, March 8 – Friday, March 9 (2 Days), 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Essentials for Successful Project Management (C1234)

For Managers, Supervisors, and Professionals

Tuesday, March 13 – Wednesday, March 14 (2 Days), 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Excel Level 1 (WTT141)

Prerequisite: Working knowledge of Word Level 1

For All Staff

Friday, March 16, 9:30 AM – 4:30 PM

Location: Baruch College

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March 2012, continued

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

The Situational Leadership II Workshop (C9129)

For Directors, Managers, and Supervisors

Tuesday, March 20, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Maximizing Your Role on Your Team (C9111)

For Professional Staff

Tuesday, March 27, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Excel Level 2 (WTT241)

Prerequisite: Excel Level 1 course or placement via on-line assessment

For All Staff

Friday, March 30, 9:30 AM – 4:30 PM

Location: Baruch College

CUNY SPECIAL PROGRAMS

Sexual Harassment Prevention for CUNY Coaches and Athletic Administrators (SHP501)

For CUNY Coaches and Athletic Administrators

Saturday, March 17, 9:00 AM – 12:00 PM

Location: Queens College

Sexual Harassment Prevention for CUNY Coaches and Athletic Administrators (SHP501)

For CUNY Coaches and Athletic Administrators

Thursday, March 22, 6:00 – 9:00 PM

Location: Queens College

April 2012

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Attitude Is Everything (C9266)

For Administrative Staff

Monday, April 2, 9:00 AM – 5:00 PM

Location: Central Office at 41st Street

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

For All Staff

Tuesday, April 10, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

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April 2012, continued

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Effective Office Management for Today's Workplace (C2202)

For Administrative Staff

Wednesday, April 11, 9:00 AM – 5:00 PM

Location: Central Office at 41st Street

Excel Level 1 (WTT141)

Prerequisite: Working knowledge of Word Level 1

For All Staff

Friday, April 13, 9:30 AM – 4:30 PM

Location: Baruch College

Effective Telephone Skills (C5039)

For Administrative Staff

Tuesday, April 17, 9:00 AM – 5:00 PM

Location: Central Office at 41st Street

Managing Multiple Priorities (C5044)

For Administrative Staff

Friday, April 20, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

“People Smart” Strategies for Positive Relationships (C9156)

For Administrative Staff

Tuesday, April 24, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Excel Level 2 (WTT241)

Prerequisite: Excel Level 1 course or placement via on-line assessment

For All Staff

Friday, April 27, 9:30 AM – 4:30 PM

Location: Baruch College

CUNY SPECIAL PROGRAMS

Sexual Harassment Prevention for CUNY Coaches and Athletic Administrators (SHP501)

For CUNY Coaches and Athletic Administrators

Thursday, April 19, 6:00 – 9:00 PM

Location: Queens College

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April 2012, continued

CUNY SPECIAL PROGRAMS

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

For CUNY Facilities Managers and Supervisors

Monday, April 30, 9:30 AM – 4:30 PM

Location: To be announced

May 2012

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Fundamentals of Supervision (C1031)

For Managers and Supervisors

Tuesday, May 1 - Thursday, May 3 (3 Days) 9:00 AM – 5:00 PM

Location: Central Office at 41st Street

Developing Procedures: Improving Work Processes (C9054)

For Managers and Supervisors

Tuesday, May 15 and Wednesday, May 16, (2 Days) 9:00 AM – 5:00 PM

Location: Central Office at 41st Street

Maximizing Your Role on Your Team (C9111)

For Professional Staff

Monday, May 21, 9:00 AM – 5:00 PM

Location: Central Office at 41st Street

CUNY SPECIAL PROGRAMS

CUNYfirst Excel (WTT201C)

For Affirmative Action Officers and Assistants

Friday, May 11, 9:30 AM – 4:30 PM

Location: To be announced

Sexual Harassment Prevention for CUNY Coaches and Athletic Administrators (SHP501)

For CUNY Coaches and Athletic Administrators

Saturday, May 12, 9:00 AM – 12:00 PM

Location: Queens College

CUNYfirst Excel Report Writing (WTT202C)

For Affirmative Action Officers and Assistants

Friday, May 18, 9:30 AM – 1:30 PM, 1:30 – 4:30 PM (2 half-day sessions)

Location: To be announced

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June 2012

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

First Look: Microsoft Office 2010 (WTT181)

Prerequisite: Working knowledge of MS Office Suite

For All Staff

Friday, June 1, 9:30 AM – 12:30 PM

Location: Baruch College

PC Essentials (WTT109)

For All Staff

Friday, June 1, 1:30 – 4:30 PM

Location: Baruch College

Publisher (WTT171)

For All Staff

Friday, June 5, 9:30 AM – 4:30 PM

Location: TBD

Excel L2 (WTT241)

Prerequisite: Excel Level 1 course or placement via on-line assessment

For All Staff

Friday, June 8, 9:30 AM – 4:30 PM

Location: Baruch College

Word L2 (WTT231)

Prerequisite: Word Level 1 course

For All Staff

Friday, June 5, 9:30 AM – 4:30 PM

Location: TBD

Power Point (WTT151)

Prerequisite: Working knowledge of Word Level 1

For All Staff

Friday, June 15, 9:30 AM – 4:30 PM

Location: Baruch College