CUNY PROFESSIONAL DEVELOPMENT & LEARNING MANAGEMENT PROGRAM SCHEDULE
FALL 2010-WINTER 2011

OCTOBER 2010
Technology Month

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

First Look: MS Office 2010
Tuesday, October 12, 1:30 PM – 4:30 PM
Location: Central Office at 57th Street
Course No.: WTT181

Excel Level 1
Wednesday, October 13, 9:30 AM – 4:30 PM
Location: Central Office at 57th Street
Course No.: WTT141

Word Level 1
Friday, October 15, 9:30 AM – 4:30 PM
Location: Central Office at 57th Street
Course No.: WTT131

Excel Level 2
Tuesday, October 26, 9:30 AM – 4:30 PM
Location: Central Office at 57th Street
Course No.: WTT241

Word Level 2
Wednesday, October 27, 9:30 AM – 4:30 PM
Location: Central Office at 57th Street
Course No.: WTT231

MS Visio Level 1 (for College Human Resources Directors)
Thursday, October 28, 9:00 AM – 4:00 PM
Location: New Horizons (Off-Site)
Course No.: T5320

Publisher Level 1
Friday, October 29, 9:30 AM – 4:30 PM
Location: Central Office at 57th Street
Course No.: WTT171

CUNY POLICY PROGRAMS

Workplace Violence Prevention: Train-the-Trainer Pilot (for college WVAT members)
Wednesday, October 6, 9:00 AM to 5:00 PM
Location: Central Office at 57th Street
Course No.: WVP201

Respectful Workplaces: Preventing Sexual Harassment (for managers and supervisors)
Thursday, October 28, 9:30 AM - 1:00 PM
Location: New York City College of Technology
Course No.: SHP401
CUNY PROFESSIONAL DEVELOPMENT PROGRAM SCHEDULE
FALL 2010-WINTER 2011

NOVEMBER 2010
Personal Productivity Month

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Attitude is Everything (for administrative staff)
Wednesday, November 17, 9:00 AM to 5:00 PM
Location: Central Office at 57th Street
Course No.: C9266

Excel Level 1
Friday, November 19, 9:30 AM – 4:30 PM
Location: Baruch College
Course No.: WTT141

Maximizing Your Role on Your Team (for managers, supervisors, and professionals)
Tuesday, November 23, 9:00 AM to 5:00 PM
Location: New York City College of Technology
Course No.: C9111

CUNY POLICY PROGRAMS

Sexual Harassment Prevention: Policy and Procedures (for college SHAIC members)
Friday, November 12, 9:30 AM - 12:30 PM
Location: John Jay College
Course No.: SHP201

Sexual Harassment Prevention: Complaint Intake (for college SHAIC members)
Friday, November 12, 1:30 PM - 4:30 PM
Location: John Jay College
Course No.: SHP202

Respectful Workplaces: Preventing Sexual Harassment (for managers and supervisors)
Friday, November 19, 9:30 AM - 12:30 PM, and 1:30 PM – 4:30 PM
Location: Medgar Evers College
Course No.: SHP401
CUNY PROFESSIONAL DEVELOPMENT & LEARNING MANAGEMENT PROGRAM SCHEDULE
FALL 2010-WINTER 2011

DECEMBER 2010

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Time Management Strategies (for all staff)
Monday, December 6, 9:00 AM to 5:00 PM
Location: Central Office at 57th Street
Course No.: C8002

Stressmakers and Stressbreakers: How to Stress Proof Your Life (for all staff)
Friday, December 10, 9:00 AM to 5:00 PM
Location: Central Office at 57th Street
Course No.: C9086

CUNY POLICY PROGRAMS

Respectful Workplaces: Preventing Sexual Harassment (for managers and supervisors)
Tuesday, December 7, 9:30 AM - 3:30 PM
Location: York College
Course No.: SHP401

Workplace Violence Prevention: Train-the-Trainer (for college WVAT members)
Wednesday, December 8, 9:00 AM to 5:00 PM
Location: Central Office at 57th Street
Course No.: WVP201

ON-SITE PROGRAMS

MS Visio 2007 (for Office of Institutional Research and Assessment employees only)
Wednesday, December 8, 9:00 AM – 4:00 PM
Location: Central Office at 57th Street
Course No.: T5320
JANUARY 2011
Managerial Leadership Month

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Fundamentals of Supervision (for managers and supervisors)
Tuesday, January 4 – Thursday, January 6 (3 days), 9:00 AM – 5:00 PM
Location: Central Office at 41st Street
Course No.: C1031

Maximizing Your Role on Your Team (for managers, supervisors, and professionals)
Tuesday, January 11, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C9111

Essentials of Project Management (for managers, supervisors, and professionals)
Friday, January 21, and Monday, January 31, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C1234

Managerial Leadership (for managers and supervisors)
Tuesday, January 25, and Wednesday, January 26, 9:00 AM – 5:00 PM
Location: Central Office at 41st Street
Course No.: C3032

CUNY POLICY PROGRAMS

Sexual Harassment Prevention: Policy and Procedures (for college SHAIC members)
Monday, January 10, 9:30 AM - 12:30 PM
Location: John Jay College
Course No.: SHP201

Sexual Harassment Prevention: Complaint Intake (for college SHAIC members)
Monday, January 10, 1:30 PM - 4:30 PM
Location: John Jay College
Course No.: SHP202

Sexual Harassment Prevention: Informal Resolution: Conciliation (for college SHAIC members)
Wednesday, January 19, and Thursday, January 20, 9:30 AM – 4:30 PM
Location: John Jay College
Course No.: SHP301

ON-SITE PROGRAMS

Writing Performance Evaluations (for Central Office managers and supervisors)
Friday, January 21, 9:00 AM to 5:00 PM
Location: Central Office at 41st Street
Course No.: C9166
CUNY PROFESSIONAL DEVELOPMENT & LEARNING MANAGEMENT
PROGRAM SCHEDULE
FALL 2010-WINTER 2011

FEBRUARY 2011
Workplace Violence Prevention Month

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Supervising Challenging Employees (for managers and supervisors)
Tuesday, February 8, and Wednesday, February 9, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C9038

Dealing with Difficult People (for administrative staff)
Monday, February 14, 9:00 AM – 5:00 PM
Location: Central Office at 41st Street
Course No.: C6060

Negotiating Workplace Conflicts (for managers and supervisors)
Tuesday, February 15, 9:00 AM – 5:00 PM
Location: Central Office at 41st Street
Course No.: C9173

Having That “Challenging” Conversation (for all employees)
Friday, February 18, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C9158

Creating Workplace Civility (for all employees)
Wednesday, February 23, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C9100

CUNY POLICY PROGRAMS

WVAT Training Solutions (formerly, Workplace Violence Prevention: Train-the-Trainer) (for college WVAT members)
Friday, February 25, 9:30 AM to 3:00 PM
Location: Central Office at 57th Street
Course No.: WVP213

ON-SITE PROGRAMS

Coaching and Counseling for Improved Job Performance (for Central Office managers and supervisors)
Wednesday, February 2, 9:00 AM to 5:00 PM
Location: Central Office at 41st Street
Course No.: C3030

Would I Follow Me? Looking at Yourself as a Leader (for Medgar Evers College employees)
Friday, February 4, 9:00 AM to 5:00 PM
Location: Medgar Evers College
Course No.: C9165

Writing Performance Evaluations (for Central Office managers and supervisors)
Friday, February 25, 9:00 AM to 5:00 PM
Location: Central Office at 80th Street
Course No.: C9166

Creating Workplace Civility (for all employees)
Monday, February 28, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C9100
CUNY PROFESSIONAL DEVELOPMENT & LEARNING MANAGEMENT PROGRAM SCHEDULE
FALL 2010-WINTER 2011

MARCH 2011
Workplace Effectiveness Month

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Foundations of Management (for managers and supervisors)
Wednesday, March 2 – Friday, March 4 (3 days), 9:00 AM – 5:00 PM
Location: Central Office at 41st Street
Course No.: C1006

Attitude is Everything (for administrative staff)
Tuesday, March 8, 9:00 AM to 5:00 PM
Location: Central Office at 41st Street
Course No.: C9266

Developing Procedures: Improving Work Processes (for managers and supervisors)
Tuesday, March 15, and Wednesday, March 16, 9:00 AM – 5:00 PM
Location: New York City College of Technology
Course No.: C9052

Understanding & Managing Organizational Change (for directors)
Monday, March 21, 9:00 AM – 5:00 PM
Location: Central Office at 41st Street
Course No.: C9172

Working with Generations X, Y, and Z (for professionals)
Wednesday, March 23, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C9263

Communication Essentials for Resolving Conflict (for managers and supervisors)
Thursday, March 24, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C9077

Leading for Results (for directors)
Tuesday, March 29, and Wednesday, March 30, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C9258

SPECIAL COURSES

Working Green: Office Energy Conservation (for all staff)
Friday, March 11, 9:00 AM to 12:30 PM
Location: Medgar Evers College
Course No.: PDP351

Working Green: Office Energy Conservation (for all staff)
Friday, March 25, 9:00 AM to 12:30 PM
Location: Medgar Evers College
Course No.: PDP351
CUNY PROFESSIONAL DEVELOPMENT & LEARNING MANAGEMENT PROGRAM SCHEDULE
FALL 2010-WINTER 2011

April 2011
Administrative Professionals Month

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Managing Multiple Bosses (for administrative staff)
Friday, April 8, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C5046

Accomplishing More with Less: Streamlining Your Workstyle (for professionals)
Monday, April 11, and Tuesday, April 12, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C9084

Successful Workplace Communication (for administrative staff)
Thursday, April 14, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C1022

Effective Office Management for Today’s Workplace (for administrative staff)
Tuesday, April 19, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C2202

“People Smart” Strategies for Positive Relationships (for administrative staff)
Wednesday, April 20, 9:00 AM – 5:00 PM
Location: Central Office at 41st Street
Course No.: C9156

Taking Charge: Gaining Control of Your Professional and Personal Life (for all staff)
Tuesday, April 26, 9:00 AM – 5:00 PM
Location: Central Office at 41st Street
Course No.: C9112

Fundamentals of Supervision (for managers and supervisors)
Wednesday, April 27 – Friday, April 29 (3 days), 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C1031

Managing Multiple Priorities (for administrative staff)
Thursday, April 28, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C5044

CUNY POLICY PROGRAMS

CUNY Policy Train-the-Trainer (all CUNY policy trainers)
Tuesday, April 5, 9:00 AM – 5:00 PM
Location: John Jay College
Course No.: PDP304
May 2011
Managers and Supervisors Month

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Leading for Excellence (for managers and supervisors)
Tuesday, May 3, and Wednesday, May 4, 9:00 AM – 5:00 PM
Location: Central Office at 41st Street
Course No.: C9043

Delegation and Time Management (for managers and supervisors)
Monday, May 9, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C2004

Understanding & Managing Organizational Change (for directors)
Wednesday, May 18, 9:00 AM – 5:00 PM
Location: Central Office at 41st Street
Course No.: C9172

Performance Management (for managers and supervisors)
Thursday, May 19, and Friday, May 20, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Course No.: C9037

SPECIAL COURSES

CUNYfirst Excel (for affirmative action officers and assistants)
Wednesday, May 11, 9:30 AM – 4:30 PM
Location: Central Office at 57th Street

CUNYfirst Excel (for affirmative action officers and assistants)
Thursday, May 19, 9:30 AM – 4:30 PM
Location: Central Office at 57th Street

CUNYfirst Excel Report-Writing (for affirmative action officers and assistants)
Tuesday, May 24, 9:30 AM – 12:30 PM
Location: Central Office at 57th Street

CUNYfirst Excel Report-Writing (for affirmative action officers and assistants)
Tuesday, May 24, 1:30 PM – 4:30 PM
Location: Central Office at 57th Street