



PROGRAM SCHEDULE

FALL 2014

AUGUST 2014

SPECIAL PROGRAMS

Passenger Van Driving (DDC300)

For Selected Employees

Tuesday, August 19, 3:30 – 5:00 PM

Location: Central Office at 41st Street

Cost: FREE

SEPTEMBER 2014

SPECIAL PROGRAMS

Passenger Van Driving (DDC300)

For Selected Employees

Thursday, September 25, 3:30 – 5:00 PM

Location: Central Office at 41st Street

Cost: FREE

ON-SITE PROGRAMS

Communication Essentials for Resolving Conflict (C9077)

For Managers and Supervisors

Thursday, September 11, 9:00 AM – 5:00 PM

Location: Hostos Community College



OCTOBER 2014

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

MS PowerPoint 2010: Creating Powerful Presentations (WTT151A)

For All Staff

Friday, October 17, 9:30 AM – 12:30 PM

Location: Central Office at 57th Street

Cost: \$15

MS PowerPoint 2010: Dynamic PowerPoint Delivery (WTT151P)

For All Staff

Friday, October 17, 1:30 – 4:30 PM

Location: Central Office at 57th Street

Cost: \$15

Creating a Positive Outlook (C1239)

For All Staff

Thursday, October 23, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Cost: \$60

MS Excel 2010: Formulas and Functions (WTT141A)

For All Staff

Friday, October 24, 9:30 AM – 12:30 PM

Location: Central Office at 57th Street

Cost: \$15

MS Excel 2010: Pivot Tables (WTT141P)

For All Staff

Friday, October 24, 1:30 – 4:30 PM

Location: Central Office at 57th Street

Cost: \$15

CUNY COMPLIANCE TRAINING

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

For CUNY Coaches and Athletic Administrators

Monday, October 6, 6:00 – 8:00 PM

Location: Central Office at 42nd Street

Cost: FREE

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

For CUNY Coaches and Athletic Administrators

Tuesday, October 7, 6:00 – 8:00 PM

Location: Central Office at 42nd Street

Cost: FREE

NOVEMBER 2014

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Essentials of Supervision for the 21st Century (C1031)

For Managers and Supervisors
Thursday, November 6 and Friday, November 7 (2 Days), 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Cost: \$120

Action Over Procrastination (C9205)

For All Staff
Wednesday, November 12, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Cost: \$60

Lean Six Sigma: An Introduction to Quality and Productivity Improvement (C9100)

For Managers and Supervisors
Monday, November 17 and Tuesday, November 18 (2 Days),
9:00 AM – 5:00 PM
Location: CUNY Law School
Cost: \$120

NOVEMBER 2014

SPECIAL PROGRAMS

Passenger Van Driving (DDC300)

For Selected Employees
Thursday, November 20, 3:30 – 5:00 PM
Location: Central Office at 41st Street
Cost: FREE

DECEMBER 2014

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Managing Stress and Preventing Burnout (C9033)

For All Staff
Thursday, December 4, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Cost: \$60

Data Analytics for Managers (C4311)

For Directors/Managers/Supervisors/Project Leaders
Wednesday, December 10, 9:00 AM – 5:00 PM
Location: To Be Announced
Cost: \$60

Mind Tools for Memory (C9279)

For All Staff
Wednesday, December 17, 9:00 AM – 5:00 PM
Location: Central Office at 57th Street
Cost: \$60



JANUARY 2015

CUNY PROFESSIONAL DEVELOPMENT PROGRAM (CPDP)

Turning Obstacles into Opportunities (C1247)

For All Staff
Wednesday, January 21, 9:00 AM – 5:00 PM
Location: To Be Announced
Cost: \$60

Leading Short-term Improvement Projects (C9014)

For Managers and Supervisors
Monday, January 26, 9:00 AM – 5:00 PM
Location: To Be Announced
Cost: \$60

CUNY Professional Development Program COURSE REGISTRATION PROCEDURES

The following are the general registration procedures for most CUNY professional development 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:

1. Complete the OHRM Professional Development and Learning Management Office (PDLM) E-Application, available at www.cuny.edu/pdlm under the **REGISTRATION** link.
2. Complete Sections 1 and 2 of the PDLM E-Application online. (Be sure to select your Campus Billing Code from the dropdown list provided and type your name as your signature at the end of Section 2.)
3. Print the PDLM E-Application.
4. **Click on "submit" to send your application information to the PDLM Office.**
5. Obtain your supervisor's signature in Section 3 of the printed copy of your "E-App."
6. Submit the hard copy E-Application to your Human Resources Office for HR Authorization and Signature in Section 4.
7. Your HR Office will send the completed PDLM E-Application to the OHRM Professional Development & Learning Management Office (PDLM) for processing.

Registration Instructions for Sexual Harassment Prevention Coordinators and Deputy Coordinators

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:

1. Complete and print the E-Application ("E-App"). Be sure to select your Campus Billing Code from the dropdown list provided and type your name as your signature at the end of Section 2.
2. **Click on "submit" to send your application information to the PDLM Office.**
3. Obtain your supervisor's signature. (HR authorization not required.)
4. 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. The usual cost for Professional Development Program half-day Technology courses is \$15 per person. Professional development courses taken at a Citywide Training Center location generally cost \$125 per person, per day of training.

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 *SHP Coordinators and Deputies* and other CUNY Compliance courses are provided free of charge.

This Program Schedule is subject to change. Please check www.cuny.edu/pdlm frequently for updates.

