

Mission

The mission of the Professional Development and 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. CUNY faculty and staff occasionally may be asked to complete assessment questionnaires and participate in focus groups to assist in determining university training needs.

The OHRM Professional Development and Learning Management Office – *promoting individual and organizational excellence for employees of the nation's largest urban institution of public higher education.*

Registration

To register for PDLM learning and professional development programs, go to:

www.cuny.edu/pdlm

Click on the PDLM E-Application link under the REGISTRATION heading. Follow the directions on the Introduction page to complete and submit the PDLM “E-App.”

Professional Development & Learning Management Team

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CUNY Professional Development Program

October and November 2014 Courses



Develop yourself...

Expand your knowledge...

It's time to invest in YOU!

www.cuny.edu/pdlm

Course Descriptions for October and November 2014

[Creating a Positive Outlook](#)

Step outside the boundaries of traditional thinking to generate new ideas, make better decisions, and get bottom-line results. Equip yourself with new tools and techniques for a positive outlook and a healthier life. *For all staff.*

[MS PowerPoint 2010: Creating Powerful Presentations](#)

Deliver informative and visually appealing presentations that engage your audience. Avoid common "PowerPoint pitfalls" and learn how to handle questions and comments with ease. *For all staff.*

[MS PowerPoint 2010: Dynamic, Impactful PowerPoint Delivery](#)

Deliver presentations that gain attention and enhance credibility. Learn to use visual aids as they are intended; deal effectively with fear and anxiety; and handle questions and comments with confidence. *For all staff.*

[MS Excel 2010: Formulas and Functions](#)

Create formulas and use functions (prewritten formulas) to shorten and simplify formulas. Perform simple or complex calculations on a single worksheet or across multiple worksheets, combine multiple columns of data into a single column, and effectively utilize the five most common functions. *For all staff.*

[MS Excel 2010: Pivot Tables and Lookup](#)

Learn to create a PivotTable or PivotChart report. Pivot tables allow you to summarize values in an Excel spreadsheet without having to create formulas to perform the calculations. Create easy to read reports. *For all staff.*

[Essentials of Supervision for the 21st Century](#)

An introduction to the issues, challenges, and typical situations related to supervising "frontline" employees. In this two-day workshop, participants will learn basic skills and be introduced to the key techniques they will need to function effectively in their supervisory roles. *For Managers and Supervisors.*

[Action Over Procrastination](#)

Learn ways to overcome procrastination and make better use of your most precious resource - time. Understand the major causes of procrastination and learn techniques for moving forward. Establish an action plan for eliminating procrastination in your work and personal life. *For all staff.*

[Lean Six Sigma: An Introduction to Quality and Productivity Improvement](#)

A systematic method for improving quality through team problem-solving and a performance management technique that motivates staff and measures individual and team results. Learn to hold staff accountable for measurable outcomes while creating a positive work environment. Six Sigma – a tool used by Jack Welch to transform GE. *For Directors, Managers and Supervisors.*

[Passenger Van Driving](#)

Learn safe van-driving techniques that will drastically reduce the risk of accident or injury to you and your passengers. This course presents driving techniques for passenger vans that seat 12, 14, or 16 individuals. *For CUNY Fleet Drivers.*

Course Dates, Times, Numbers and Locations

Date/Time	Course #	Program	Location
October 17, 2014 9:30 am - 12:30 pm	WTT151A	MS PowerPoint 2010: Creating Powerful Presentations Presentations	Central Office @ 57th Street
October 17, 2014 1:30 - 4:30 pm	WTT151P	MS PowerPoint 2010: Dynamic, Im- pactful PowerPoint Delivery PowerPoint Delivery	Central Office @ 57th Street
October 23, 2014 9:00 am - 5:00 pm	C1239	Creating a Positive Outlook	Central Office @ 41st Street
October 24, 2014 9:30 am - 12:30 pm	WTT141A	MS Excel 2010: Formulas and Func- tions	Central Office @ 57th Street
October 24, 2014 1:30 - 4:30 pm	WTT141P	MS Excel 2010: Pivot Tables and Lookup	Central Office @ 57th Street
November 6-7, 2014 9:00 am - 5:00 pm	C1031	Essentials of Supervision for the 21st Century	Central Office @ 57th Street
November 12, 2014 9:00 am - 5:00 pm	C9205	Action Over Procrastination	Central Office @ 57th Street
November 17-18, 2014 9:00 am - 5:00 pm	C9100	Lean Six Sigma: An Introduction to Quality and Productivity Improve- ment	CUNY Law School
November 20, 2014 3:30 - 5:00 pm	DDC300	Passenger Van Driving	Central Office @ 41st Street