

**Professional Development and Learning Management Office
CUNY Professional Development Program Course Costs
October 2008 through January 2009**

CUNY Professional Development Program

October 2008

Exploring the Personal Computer

Friday, October 3, 9:30 AM – 12:30 PM

Location: Central Office at 57th Street

Course No.: WTT 101

Cost: \$25 per person

Word 2003/07 Basics

Wednesday, October 15, 9:30 AM – 4:30 PM

Location: Central Office at 57th Street

Course No.: WTT 131

Cost: \$25 per person

Excel 2003/07 Basics

Friday, October 17, 9:30 AM – 4:30 PM

Location: Central Office at 57th Street

Course No.: WTT 141

Cost: \$25 per person

Power Point 2003/07 Basics

Tuesday, October 21, 9:30 AM – 4:30 PM

Location: Central Office at 57th Street

Course No.: WTT 151

Cost: \$25 per person

Word 2003/07 Basics

Thursday, October 23, 9:30 AM – 4:30 PM

Location: Central Office at 57th Street

Course No.: WTT 131

Cost: \$25 per person

Excel 2003/07 Basics

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

Location: Central Office at 57th Street

Course No.: WTT 141

Cost: \$25 per person

OFFICE OF HUMAN RESOURCES MANAGEMENT

Training & Development for CUNY Employees

November 2008

Supervising Challenging Employees (for managers and supervisors)

Tuesday, November 3 and Wednesday, November 4, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Course No.: C9038

Cost: \$120 per person

Effective Meeting Management (for professionals)

Thursday, November 6, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Course No.: C3456

Cost: \$60 per person

Key Concepts in Project Management (for professional staff)

Friday, November 7, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Course No.: PDP 351

Cost: \$25 per person

Managing Multiple Priorities (for administrative staff)

Monday, November 10, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Course No.: C5044

Cost: \$60 per person

Microsoft Project 2007, Level 1 (restricted registration)

Wednesday, November 12, 9:00 AM – 5:00 PM

Location: CTC Location

Course No.: T6033

Cost: \$60 per person

Performance Management (for managers and supervisors)

Friday, November 14, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Course No.: C9037

Cost: \$60 per person

Delegation/Time Management (for managers, supervisors, team leaders)

Wednesday, November 19, 9:00 AM – 5:00 PM

Location: Central Office at 41st Street

Course No.: C2004

Cost: \$60 per person

Effective Telephone Skills (for administrative staff)

Friday, November 21, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Course No.: C5039

Cost: \$60 per person

OFFICE OF HUMAN RESOURCES MANAGEMENT

Training & Development for CUNY Employees

November, 2008 continued

Effective Office Management for Today's Workplace (for administrative staff/office managers)

Monday, November 25, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Course No.: C2202

Cost: \$60 per person

December 2008

Stress Management (for all staff)

Monday, December 1, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Course No.: C1024

Cost: \$60 per person

Time Management Strategies (for all staff)

Wednesday, December 3, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Course No.: C8002

Cost: \$60 per person

Leading Short-Term Improvement Projects (for managers, supervisors, team leaders)

Friday, December 5, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Course No.: C9014

Cost: \$60 per person

January 2009

Delegation/Time Management (for managers, supervisors, team leaders)

Monday, January 12, 9:00 AM – 5:00 PM

Location: Central Office at 41st Street

Course No.: C2004

Cost: \$60 per person

Fundamentals of Supervision (for managers and supervisors)

Wednesday, January 21 – Friday, January 23 (3 days), 9:00 AM – 5:00 PM

Location: New York City College of Technology

Course No.: C1031

Cost: \$180 per person

Leading for Excellence (for managers)

Tuesday, January 27 and Wednesday, January 28, 9:00 AM – 5:00 PM

Location: Central Office at 57th Street

Course No.: C9043

Cost: \$120 per person

OFFICE OF HUMAN RESOURCES MANAGEMENT

Training & Development for CUNY Employees

January, 2009, continued

Managing Multiple Bosses: Meeting Demands and Conflicting Priorities (for administrative staff)

Friday, January 30, 9:30 AM – 4:30 PM

Location: Central Office at 41st Street

Course No.: C5046

Cost: \$60 per person

This Program Schedule is subject to change. Please check www.cuny.edu/training frequently for updates. Rev. 9.9.08