

### November – Managers & Supervisors Month

**Fundamentals of Supervision** (for managers and supervisors)

Thursdays, November 1, 8, 15, 9:00 AM – 5:00 PM (3 days)

Location: Central Office at 57<sup>th</sup> Street

Course No.: C1031

Cost: \$180 per person

**Managing the Challenges of Change** (for managers and supervisors)

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

Location: TBA

Course No.: C5678

Cost: \$60 per person

**Managerial Leadership** (for managers and supervisors)

Monday, November 12 and Tuesday, November 13, 9:00 AM – 5:00 PM (2 days)

Location: Central Office at 57<sup>th</sup> Street

Course No.: C3032

Cost: \$120 per person

**Dynamics of Management** (for managers)

Tuesday, November 27 – Thursday, November 29, 9:00 AM – 5:00 PM (3 days)

Location: Location: Central Office at 57<sup>th</sup> Street

Course No.: C1006

Cost: \$180 per person

### January – Personal Productivity Month

**Project Management Concepts** (for professional staff)

Thursday, January 10, 9:00 AM – 5:00 PM

Location: TBA

Course No.: TBA

Cost: TBD

**Managing Multiple Priorities** (APC)

Monday, January 14, 9:00 AM – 5:00 PM

Location: TBA

Course No.: C5044

Cost: \$60 per person

**Break-Through Thinking** (for managers, supervisors, team leaders)

Thursday, January 17, 9:00 AM – 5:00 PM

Location: TBA

Course No.: C9015

Cost: \$60 per person

*January, continued*

**Project Management Concepts** (for professional staff)

Wednesday, January 23, 9:00 AM – 5:00 PM

Location: TBA

Course No.: TBD

Cost: TBD

**Managing Stress and Preventing Burnout** (for all employees)

Friday, January 25, 9:00 AM – 5:00 PM

Location: TBA

Course No.: C9033

Cost: \$60 per person

**Effective Office Management for Today's Workplace** (APC)

Monday, January 28, 9:00 AM – 5:00 PM

Location: TBA

Course No.: C2202

Cost: \$60 per person

**February – Diversity & Communications Month**

**Emotional Intelligence: The Key to Effective Leadership** (for managers and supervisors)

Tuesday, February 5 and Friday, February 6, 9:00 AM – 5:00 PM (2 days)

Location: TBA

Course No.: CMPD9056X

Cost: \$120 per person

**Cross-Cultural Communication** (for all employees)

Friday, February 8, 9:00 AM – 5:00 PM

Location: TBA

Course No.: C2210

Cost: \$60 per person

**Diversity Course for CUNY Employees** (for all employees)

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

Location: TBA

Course No.: TBA

Cost: TBD

**Resolving Conflict: A Leadership Approach** (for managers and supervisors)

Thursday, February 21 and Friday, February 22, 9:00 AM – 5:00 PM (2 days)

Location: TBA

Course No.: C5151

Cost: \$120 per person

***February, continued***

**The Art of Assertiveness (for managers, supervisors, professionals)**

Tuesday, February 26, 9:00 AM – 5:00 PM

Location: TBA

Course No.: C2010

Cost: \$60 per person

**Successful Workplace Communication (APC)**

Thursday, February 28, 9:00 AM – 5:00 PM

Location: TBA

Course No.: C1022

Cost: \$60 per person

**March – Managers & Supervisors Month**

**Dynamics of Management (for managers)**

Mondays, March 3, 10, 17, 9:00 AM – 5:00 PM (3 days)

Location: TBA

Course No.: C1006

Cost: \$180 per person

**Fundamentals of Supervision (for managers and supervisors)**

Wednesday, February 5 – Friday, February 7, 9:00 AM – 5:00 PM (3 days)

Location: TBA

Course No.: C1031

Cost: \$180 per person

**Performance Management (for managers and supervisors)**

Wednesday, February 26 and Thursday, February 27, 9:00 AM – 5:00 PM (2 days)

Location: TBA

Course No.: C9037

Cost: \$120 per person

**April – Personal Productivity Month**

**Managing Multiple Priorities (APC)**

Monday, April 1, 9:00 AM – 5:00 PM

Location: TBA

Course No.: C5044

Cost: \$60 per person

**Change: Moving Through Resistance (for managers, supervisors, professionals)**

Tuesday, April 8, 9:00 AM – 5:00 PM

Location: TBA

Course No.: C8007

Cost: \$60 per person

***April, continued***

**Project Management Concepts (professional staff)**

Tuesday, April 15, 9:00 AM – 5:00 PM

Location: TBA

Course No.: TBD

Cost: TBD

**Successful Workplace Communication (APC)**

Friday, April 25, 9:00 AM – 5:00 PM

Location: TBA

Course No.: C1022

Cost: \$60 per person

**Managing Stress and Preventing Burnout (all employees)**

Wednesday, April 30, 9:00 AM – 5:00 PM

Location: TBA

Course No.: C9033

Cost: \$60 per person

**Effective Office Management for Today's Workplace (APC)**

Monday, April 28, 9:00 AM – 5:00 PM

Location: TBA

Course No.: C2202

Cost: \$60 per person

**May – Managers & Supervisors Month**

**Fundamentals of Supervision (for managers and supervisors)**

Tuesdays, May 6, 13, 20, 9:00 AM – 5:00 PM (3 days)

Location: TBA

Course No.: C1031

Cost: \$180 per person

**Emotional Intelligence: The Key to Effective Leadership (for managers and supervisors)**

Thursday, May 8 and Friday, May 9, 9:00 AM – 5:00 PM (2 days)

Location: TBA

Course No.: CMPD9056X

Cost: \$120 per person

**Leading for Excellence (for managers)**

Thursday, May 15 and Friday, May 16, 9:00 AM – 5:00 PM (2 days)

Location: TBA

Course No.: C9043

Cost: \$120 per person

***May, continued***

**Supervising Challenging Employees (for managers and supervisors)**

Thursday, May 29 and Friday, May 30, 9:00 AM – 5:00 PM (2 days)

Location: TBA

Course No.: C9038

Cost: \$120 per person

**- June – Technology Month**

**Power Point 2003 Basics**

Thursday, June 5, 9:30 AM – 4:30 PM

Location: TBA

Course No.: WTT 151

Cost: TBD

**Exploring the Personal Computer**

Tuesday, June 10, 9:30 AM – 12:30 PM

Location: TBA

Course No.: WTT 101

Cost: TBD

**Lotus Notes 7 Basics**

Thursday, June 12, 1:30 – 4:30 PM

Location: TBA

Course No.: WTT 121

Cost: TBD

**Excel 2003 Basics**

Tuesday, June 17, 9:30 AM – 4:30 PM

Location: TBA

Course No.: WTT 141

Cost: TBD

**Power Point 2003 Basics**

Thursday, June 19, 9:30 AM – 4:30 PM

Location: TBA

Course No.: WTT 151

Cost: TBD

**Excel 2003 Intermediate**

Tuesday, June 24, 9:30 AM – 4:30 PM

Location: TBA

Course No.: WTT 241

Cost: TBD