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 57th 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 57th 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 57th 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

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**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