Develop yourself.
Expand your knowledge.
It’s time to invest in YOU!

CUNY Professional Development Program

Monday, April 1, 9:00 AM - 5:00 PM
The Science of Success: Motivation, Judgment, & Teamwork (C7977)
Why do teams of over-performers sometimes underperform? Why do monetary incentives often fail to get results? Current research reveals a host of often overlooked factors and practices that affect people’s motivation, judgment, and teamwork. In this workshop, participants will learn to use the latest research and best practices to motivate themselves and others, make better decisions, and collaborate effectively.

Target Audience: Directors, Managers, Supervisors, and Professionals

Thursday, April 4 & Friday, April 5, 9:00 AM - 5:00 PM (2 days)
Inspired Leadership: Creating a Motivational Environment (C9248)
Do you need to increase productivity and encourage positive long-term change? Want staff members to choose to be their best at work? Then the four cornerstones of the FISH philosophy are for you. Explore this unique technique for increasing morale and motivating team members to challenge themselves to improve. Learn to be a “genuine” leader and to leave a legacy of integrity and success.

Target Audience: Managers and Supervisors

Monday, April 8 & Wednesday, April 10, 9:00 AM - 5:00 PM (2 days)
Lean Six Sigma: An Introduction to Quality and Productivity Improvement (C7784)
Are you feeling pressure to do more with less time and resources? In this two-day seminar, participants will learn proven methods for achieving higher productivity with limited resources. Lean Six Sigma provides tools and techniques to streamline tasks, improve time management, and produce higher quality work while satisfying internal and external customers. These tools, originally developed for business, are now used extensively in government and higher education.

Target Audience: Directors, Managers, and Supervisors

Tuesday, April 9, 9:00 AM - 5:00 PM
Introduction to Statistical Analysis (C7747)
Let’s make the task of understanding and communicating CUNY data a little easier. Using Microsoft Excel, learn how to use common statistical measures to understand the context of data used to make operational decisions. And learn how to display this statistical information in meaningful ways.

Prerequisite: Data Analytics for Managers (C4311) or at least two years of related work experience.

Target Audience: Managers, Supervisors, and Project Leaders

Thursday, April 11, 9:00 AM - 5:00 PM
Managing Multiple Priorities (C5044)
Take control of your workday by maximizing efficiency and minimizing stress. Learn to clarify and set work and personal goals and priorities, stay organized, take charge of time, recognize and overcome “productivity killers,” and utilize planning and organizing tools to measure and monitor progress.

Target Audience: All Staff

Monday, April 15, 9:00 AM - 5:00 PM
Strengthening Workplace Communications (C7724)
Participants will learn methods for improving everyday interactions with co-workers to enable them to work more productively in group situations. They will evaluate their individual communication styles and explore methods and techniques for strengthening their personal communication effectiveness.

Target Audience: All Staff

REGISTRATION: Go to www.cuny.edu/pdlm and click on How Do I Register? to complete the PDLM E-Application. Be sure to click on SUBMIT after you print your application for your supervisor’s signature. Applications must be received in the PDLM Office at least 10 days before a course starts. Dates are subject to change.