

CUNY PROFESSIONAL DEVELOPMENT PROGRAM

CERTIFICATE FOR PROFESSIONAL STAFF (CPS)



PDLM's skills enhancement certificate for professional staff is designed to deliver essential skill-sets and competencies to non-supervisory CUNY professionals. To qualify for a CUNY professionals certificate, participants must complete three core courses and two elective courses within a two-year period. Elective courses may be chosen from the list of communications and technology courses presented below.

CORE COURSES FOR CERTIFICATE FOR PROFESSIONAL STAFF (CPS)

Professionals must complete three Core courses.

**New Course: Substitutes for Professional Presence (C7721)*

Attitude Is Everything (C9266)

Enhancing Your Personal Productivity (C9226)

***Manage Change or Change Will Manage You (C807XA)**

ELECTIVE COURSES FOR THE CERTIFICATE FOR PROFESSIONAL STAFF

Professionals must complete 2 Elective courses. One Communication Course and One Technology Course.

**New Courses: Substitutes for Creating & Delivering Powerful Presentations (C9091) and
Tactical Communications for Gaining Cooperation (C5400)*

Communications Courses

Effective Office Management in Today's Workplace (C2202)

***Improving Your Effectiveness in a Multicultural Workplace (C8067)**

Technology Courses

Can be taken at the Citywide Training Center (CTC) or through the PDLM Professional Development Program

Excel, PowerPoint, or Word - All Levels Full Days

Come Learn With Us!

Visit www.cuny.edu/pdlm for course descriptions and dates.