CUNY Office of Human Resources Management
Professional Development and Learning Management

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

CUNY Professional Development Program   **March 2020**

Tuesday, March 3, 9:00 AM - 5:00 PM
Improving Your Effectiveness in a Multicultural Workplace (C8067)
We live and work in a multicultural environment. But sometimes, cultural differences can be used to dismiss or to judge others, instead of enhancing different perspectives that diverse cultures bring to problem solving. How effectively does your team value and incorporate the contributions of people from diverse cultural backgrounds? In this session, you will learn how to utilize your own cultural background, and the range of cultural backgrounds of those you work with, in order to improve the way you interpret, evaluate and motivate the actions and performance of others. *Target Audience: All Staff*

Monday, March 9, 9:00 AM - 5:00 PM
Manage Change or Change Will Manage You (C807XA)
Change is a constant. Let's explore change and provide tools and techniques for you to manage change, flow with it and not be overwhelmed by changes at work. This course will help you create more ways to embrace change and flow with constant change. It will also help you help others flow with change. *Target Audience: All Staff*

Thursday, March 19, 9:00 AM - 5:00 PM
Developing Yourself and Others Through Delegation (C9117)
Delegating involves high levels of trust, self-awareness and strategic thinking. It is different from assigning routine work. Done well, it enables the manager and their direct reports to take on new challenges, maximize productivity, increase team performance, and reduce stress. Done incorrectly, it can result in improperly completed projects and increased frustration. This highly interactive workshop will explore many facets of delegation and introduce the delegation process step by step. *Target Audience: Directors, Managers, and Supervisors*

Monday, March 23, 9:00 AM - 5:00 PM
Communication and Collaboration for Project Success (C9119)
Communication is the single most important success factor for project management. Project managers must communicate project specifics with a wide-array of stakeholders across a broad period of time. Communication is the mechanism for achieving project management success. This one-day program develops effective communication skills for improved project performance. Participants will learn how to create a collaborative environment which encourages clear, open, continuous communication throughout the life of the project. *Target Audience: Managers, Supervisors, Leaders, and Project Managers*

Wednesday, March 25, 9:00 AM - 5:00 PM
MS Project, Part 2 (T6063)
Part 2 will expand on what participants were taught in Part 1. Participants will exchange project plan data with other participants, update project plans, create visual reports, and reuse project plan information. *Pre-requisite: Intermediate knowledge of Microsoft Project Target Audience: All Staff*