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

November/December 2018

Tuesday, November 13, 9:00 AM - 5:00 PM
Giving Feedback and Getting Results (C2704)

Did you know that managers and supervisors can use positive feedback to boost staff well-being *and* to energize them to address performance gaps? In this workshop, participants will learn the positive forms of feedback, develop strategies for communicating effectively with employees, master timely feedback techniques, and learn to inspire employees to strengthen job performance. *Target Audience: Managers and Supervisors*

Friday, November 16, 9:00 AM - 12:30 PM
MS POWERPOINT: Creating Powerful Presentations (WTT151A)

Learn to create presentations that gain attention and enhance credibility. Deliver informative and visually appealing presentations that engage the audience. Avoid common "PowerPoint pitfalls" and learn to handle questions and comments with ease. *Target Audience: All Staff*

Friday, November 16, 1:30 - 5:00 PM
MS POWERPOINT: Dynamic, Impactful PowerPoint Delivery (WTT151P)

Learn the fundamentals of delivering impactful PowerPoint presentations. Learn to use visual aids as they are intended, to deal effectively with fear and anxiety, and to handle questions and comments with skill and confidence. *Target Audience: All Staff*

Monday, December 10, 9:00 AM - 5:00 PM
Conducting Effective Performance Appraisal Interviews (C1012)

This practical workshop will boost the confidence and skills of participants in conducting both interim and yearly feedback evaluation interviews with staff. It will focus on the core purposes of performance evaluation and the communication skills needed to discuss employee performance. *Target Audience: Directors, Managers, and Supervisors*

Tuesday, December 11, 9:00 AM - 5:00 PM
Data Analytics for Managers (C4311)

This course introduces managers to the concept of data-driven decision-making and management. Participants learn how to better use data for setting goals and defining objectives while identifying the proper metrics for those objectives, and the elements of meaningful management dashboards. Steps for assessing the right analytical tools to manage projects, processes, and analytic staff within departments will be addressed. *Target Audience: Directors, Managers, and Project Leaders*