“PROFESSIONALISM REIGNS SUPREME”

Tuesday, April 12, 9:00 AM - 5:00 PM
Effective Office Management for Today’s Workplace (C2202)
Acquire the tools to better manage your work environment. Explore common workplace challenges and techniques for managing time, changing priorities, developing effective office routines, better communication, increasing motivation, and enlisting help for developing a more positive team environment. **Target Audience: All Staff**

Friday, April 15, 9:00 AM - 5:00 PM
Motivating Yourself for Professional Success (C9092)
Personal motivation is the key to all human success. Where do you want to be in life? What are the required attitudes, thoughts, and actions you should take to raise your level of personal and professional skill and efficiency? Explore steps for overcoming personal and professional stumbling blocks and see how creative thinking, effectual decision making, and personal motivation can determine the destiny you create. **Target Audience: All Staff**

Thursday, April 21, 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 25, 9:00 AM - 5:00 PM
How to Write Fast Under Pressure (C7513)
When deadlines on several writing tasks are rapidly approaching, do you feel under stress? Have a hard time getting started? Struggle to put your thoughts together? Revise and edit slowly? Then, this course is for you! You will learn the tips that professional writers use and practice them in real-life situations to write assertively and increase your output. **Target Audience: All Staff**

Wednesday, April 27, 9:00 AM - 5:00 PM
Professional Presence (C7721)
In this highly interactive workshop, new and successful leaders will receive tips and insights for assessing their “personal brand” and how they are perceived by others. Techniques for creating professional polish, a professional communication style, and a collaborative work environment where everyone gives their best effort will be presented. The class will be facilitated by an inspiring speaker, author, and etiquette expert affectionately known as “Mr. Manners.” **Target Audience: Managers, Supervisors, and Professionals**

REGISTRATION: Go to [www.cuny.edu/pdlm](http://www.cuny.edu/pdlm) and click on How Do I Register? to complete the PDLM E-Application. Follow the instructions to ensure your application is submitted and processed. Be sure to click on **SUBMIT** after you print your application. Applications must be received in the PDLM Office at least 10 days before a course starts. Dates are subject to change.