JANUARY 2016: GIVE YOURSELF A BOOST!

FOUNDATIONS OF MANAGEMENT (C1006)
Wednesday, January 13 - Friday, January 15, 9:00 AM - 5:00 PM

An overview of the managerial role in the public sector. Emphasis is placed on internal and external customers, devising and implementing process improvement, and tracking measurable outcomes. **Prerequisite:** Essentials of Supervision or two years managerial experience.

**Target Audience:** All staff

**Days of Training:** 3

REGISTRATION: Go to www.cuny.edu/pdlm, click on REGISTRATION, and then click on the PDLM E-Application link. Follow the instructions to complete and submit your E-Application (“E-App”). Applications must be received in the PDLM Office at least 10 days before a course starts. Dates are subject to change.

MS EXCEL 2010: AN INTRODUCTION (WTT141)
Friday, January 8, 9:30 AM - 4:30 PM

This workshop is designed to provide participants the skills to create, edit, format, and print worksheets. A brief introduction to formulas and using chart wizards will be presented. Looking to review these skills? Then this is a course you should attend!

**Target Audience:** All staff

**Days of Training:** 1

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