Develop yourself….

Expand your knowledge…

It's time to invest in *YOU*!

CUNY Professional Development Program
DECEMBER 2016

PERFORMANCE PERKS

Friday, December 2, 9:00 am to 5:00 pm
Enhancing Your Personal Productivity (C9226)
Are you always busy? Do you have hundreds of voicemails to return, endless e-mails to read, and mounds of paperwork to conquer? Often the whirlwind of activities that we engage in does not add significant value to the work we do for our campus or the services we provide. This program identifies ten "time-stealers" and provides practical, easy-to-use tips on how to overcome them. ***For All Staff***

Thursday, December 8, 9:00 am to 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. **Laptop with Excel Required**. ***For Directors, Managers and Project Leaders***

Friday, December 9, 9:00 am to 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 their staff. It will focus on the core purposes of performance evaluation and the communication skills needed to discuss employee performance. ***For Directors, Managers, and Supervisors***

Tuesday, December 13, 9:00 am to 5:00 pm
Capitalizing on the Benefits of Positive Feedback (C0988)
How can managers and supervisors energize staff to address performance gaps? By making the most of positive feedback. In this workshop, participants will learn to effectively use positive feedback to boost employee well-being and empower employees to become better performers. Emphasis will be placed on the positive forms of feedback, developing strategies for communicating effectively with employees, mastering timely feedback techniques, and inspiring employees to strengthen job performance. ***For Managers and Supervisors***