

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

CUNY Professional Development Program

JANUARY 2017

THE MANAGER MINDSET

Tuesday, January 10, 9:00 AM - 5:00 PM
Creating a Collaborative Workplace (C7516)

Collaboration within teams across programs and between departments is a fact of life in today's workplace. The complexity of tasks and the interdependence of functions make it important that people work well with one another throughout an entire organization. High performance teams make this necessary collaboration appear seamless. This course looks at the complexities, the opportunities, the desired conditions and skills needed to make such collaboration possible. **For Directors, Managers, and Supervisors**



Monday, January 23, 9:00 AM - 5:00 PM
Hitting the Bulls-eye: Setting Targets that Work (C9321)

This practical workshop will arm leaders with proven methods for creating a strategic plan that will transform their vision to reality. Participants will work with decision-making frameworks, goal-setting techniques, and best practices for assigning roles and responsibilities, and creating measurable benchmarks and data-driven goals. **For Directors, Managers, Supervisors, and Project Leaders**

Wednesday January 25, Thursday, January 26, and Friday, January 27, 9:00 AM - 5:00 PM (3 days)
Foundations of Management (C1006)

This interactive workshop provides an overview of the role of the manager. Emphasis is placed on identifying internal and external customers, devising and implementing process improvement, and tracking measurable outcomes. Managers will explore ways to develop strategies for employee involvement through team building, mutual problem-solving, and decision making. **For Directors and Managers Prerequisite: Essentials of Supervision for the 21st Century or two years managerial experience**