

CUNY Professional Development Program
NOVEMBER 2016



MAXIMIZE PERFORMANCE

For Managers and Supervisors

Tuesday, November 1 & Wednesday, November 2, 9:00 AM - 5:00 PM

Smart Solutions for Unacceptable Employee Behavior (C9017)

From “first approach” to “last resort” actions, this workshop will explore the management skills and techniques needed to stop the negative effects of problem performers, bad attitudes, and unacceptable behaviors. Focus will be on employing “smart” methods for managing, controlling, and resolving problem situations without the resentment and anger that some outdated approaches may generate.

Technology Sessions for All Staff

Friday, November 4, 9:30 AM - 12:30 PM

MS POWERPOINT 2010: Creating Powerful Presentations (WTT151A)

Learn how to create presentations that gain attention and enhance your credibility. Deliver informative and visually appealing presentations that engage your audience. Avoid common “power point pitfalls” and learn to handle questions and comments with ease.

Friday, November 4, 1:30 - 4:30 PM

MS POWERPOINT 2010: Dynamic, Impactful PowerPoint Delivery (WTT151P)

Learn the fundamentals of delivering a dynamic PowerPoint presentation. Deliver presentations that gain attention and enhance credibility. Learn to use visual aids as they are intended, deal effectively with fear and anxiety, and handle questions and comments with confidence.

Wednesday, November 9, 9:30 AM - 12:30 PM

MS Word 2010: Using Styles, Graphics, Symbols, Charts & Translation (WTT131A)

Want to create more exciting, professional looking documents using MS Word? Learn to use *graphics, charts, and symbols* to communicate information visually rather than simply using text. Take your Word documents to the next level using *styles and themes*: predefined combinations of font style, color, text size, and effects. Broaden your communications by using the *translate* feature to translate words, phrases, paragraphs, or an entire document from one language to another. After completing this workshop, create eye-catching fliers, organizational charts,

Wednesday, November 9, 1:30 - 4:30 PM

MS WORD 2010: Using Mail Merge, Tables, and Electronic Forms (WTT131P)

This workshop will provide skills for organizing and presenting information in a variety of formats using MS Word. Learn to use the *mail merge* feature to produce letters, mailing labels, envelopes, name tags, and other documents from information stored in a list, database, or spreadsheet.

Thursday, November 17, 9:30 AM - 4:30 PM

MS EXCEL 2010: An Introduction - Level 1 (WTT141)

Need an in-depth review of the basics of Excel? This is the course for you! Learn the best ways for creating, editing, formatting, and printing Excel worksheets. Then, enjoy a brief introduction to the “magic” of formulas, functions, and chart wizards.

Wednesday, November 30, 9:30 AM - 12:30 PM

MS EXCEL 2010: Formulas and Functions (WTT141A)

Need to calculate data in an Excel spreadsheet? Create *formulas* to let Excel do the calculations for you, and then use *functions* (prewritten formulas) to shorten and simplify your formulas. Learn to use formulas and functions to perform simple or complex calculations on a single worksheet or across multiple worksheets, to combine multiple columns of data into a single column, and to effectively utilize the five most common Excel functions. **Prerequisite:** MS Excel 2010: An Introduction - Level 1 or at least a “savvy understanding.”

Wednesday, November 30, 1:30 - 4:30 PM

MS EXCEL 2010: Pivot Tables (WTT141P)

Need to perform an in-depth analysis of the data in your Excel spreadsheet or quickly answer an unanticipated question about your data? Learn to create a PivotTable or PivotChart report. Pivot tables allow you to summarize values in an Excel spreadsheet without having to create formulas to perform the calculations. Rearrange your summarized data simply by rotating row and column headings to create easy to read reports. **Prerequisite:** MS Excel 2010: An Introduction - Level 1 or at least a “savvy understanding.”