

# UHR PROFESSIONAL DEVELOPMENT & LEARNING (PDL)

*Fall 2024  
Professional Development Opportunities*



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*September 24, 2024*

# PDL FALL COURSE OFFERINGS

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Employees can find the [Fall 2024 Course Catalog here](#). The cost for attending a session ranges from \$75 to \$300 per person.

## Registration Process:

1. **Supervisor Approval:** Obtain approval from your supervisor before registering for any professional development courses.
2. **Registration Form:** Complete the [Fall 2024 Course Registration Form here](#). Once submitted, you and your supervisor will receive a confirmation email from [University.Training@cuny.edu](mailto:University.Training@cuny.edu) within 7 business days. Please note that each session has a maximum of 25 participants. All additional registrants will be placed on a waitlist and will be informed if a spot in a session opens.

## Cancellations:

If you cannot attend a registered session, please inform PDL via email ([University.Training@cuny.edu](mailto:University.Training@cuny.edu)) at least 10 days prior to the scheduled course. This allows us to offer the spot to a waitlisted employee.

If a campus cannot provide PDL with adequate notice, they also have the option of identifying a substitute employee who will attend in the registered employee's place. **Campuses will be responsible for the course payment if proper notice is not given.**

# DCAS OPEN ENROLLMENT

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The [Fall 2024 Citywide Course Catalog](#) offers a variety of topics, including:

- Cultural Awareness & Inclusivity
- Management & Supervision
- Personal Development
- Technology

*\*Please note when making your selections that some of the offerings are free and others are cost-associated.*

## Registration Process:

1. Employees interested in attending a course must first obtain approval from their supervisor.
2. All courses are held in person unless otherwise noted (*e.g., eCourse, Virtual/Live Webinar*).
3. Please note that the catalog is for informational purposes only, and registration is not available through the catalog website.

## To Register for a Course:

1. Complete the [DCAS Citywide Application](#).

2. Send the application, with the required signatures, to the PDL Office at [University.Training@cuny.edu](mailto:University.Training@cuny.edu). *The Agency Training Liaison section will be completed by the PDL Office.*
3. You will receive a confirmation from the PDL team within 7 business days. DCAS will process all applications, and you will be notified if you are confirmed in the course.

## PROFESSIONAL DEVELOPMENT CONFERENCE

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Join us on November 6th and 7th for our annual **Professional Development Conference: "The Change Ahead: Dare to Imagine and Innovate"** hosted by the University Human Resources, Professional Development & Learning Office.

All sessions will follow one of the following core tracks:

- *Track 1: Transformational Management: Driving Institutional Change*
- *Track 2: Leadership Development: Preparing the Next Generation*
- *Track 3: Creating Inclusive Campus Communities: Strategies & Best Practices*
- *Track 4: Mindfulness Matters- The Healthy Employee*
- *Track 5: Automation and Employment: Redefining Roles in Higher Education*

This virtual conference is open to all employees. Interested employees can [RSVP here](#).

## LEADERSHIP IN ACTION: ELEVATE YOUR MANAGEMENT SKILLS PROGRAM

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Attention Higher Education Officers (HEOs), Higher Education Associates (HEAs), and Computer Systems Managers (CSMs)!

PDL is excited to announce the upcoming [Leadership in Action training program](#), designed specifically for professionals looking to enhance their managerial skills and leadership effectiveness.

This dynamic cohort-based program will run from November to December and offers a unique opportunity to learn from experts, while collaborating with peers.

### Program Details:

- Course Schedule:
  - Ten Tips for a Successful Leader- November 14th
  - Mastering Effective Communication for Managers- November 21st
  - Strategic and Critical Thinking: The Catalyst for Leadership and Personal Growth- November 25th
  - The Personalities of Teams- December 13th
  - The Manager as Performance Coach- December 16th & 17th

- Cohort Size: Limited to 25 participants. Early registration is essential!
- Cost: \$800

**Registration:**

Interested employees can review the attached training program agenda and must discuss their participation with their supervisor before [completing the registration form](#). Registration will be first come, first serve. All additional registrants will be placed on a waitlist and will be notified if a spot becomes available.

**Important Cancellation Policy:**

If you cannot attend the program for which you've registered, please notify PDL via email at [University.Training@cuny.edu](mailto:University.Training@cuny.edu) at least 10 days before the program start date. This will allow us to offer your seat to a waitlisted employee. If notice is not given, campuses may identify a substitute employee to attend in the registered employee's place. Please note that campuses will be responsible for payment if proper notice is not provided.

## NYC COMMISSION ON HUMAN RIGHTS (NYCCHR) WORKSHOPS

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The NYC Commission on Human Rights (NYCCHR) is offering the following virtual workshops for interested CUNY employees:

**Human Rights Law and Age Discrimination in Employment: October 1<sup>st</sup>**

This workshop provides information about age discrimination in employment and protections against age discrimination under the City Human Rights Law for all workers. Examples of age discrimination in employment are discussed, as well as best practices for employers.

**HRL, Anti-Black Racism and Other Forms of Discrimination Based on Race and Color: October 29<sup>th</sup>**

This workshop provides a historical context for race and color-based discrimination and how it has impacted the lives of New Yorkers, institutions, and the delivery of services and resources in New York City. The program educates New Yorkers on their rights and protections against discrimination under the Human Rights Law. Participants analyze concepts related to race and color, learn about efforts and resistance to combat racism, and ways to become the voices for social and racial justice.

**Bystander Intervention Workshop: November 20<sup>th</sup>**

The Bystander Intervention workshop is built on the idea that we all play a role in creating safe public spaces for each other when we see our neighbors and community members facing bias, discrimination, or harassment.

**Working with Transgender and Gender Non-Conforming Persons: December 16<sup>th</sup>**

This workshop creates awareness that transgender New Yorkers face discrimination in all areas covered by the City Human Rights Law and they must be treated with dignity

and respect. The workshop covers protections under the City Human Rights Law, briefly addresses federal and state law and reviews in detail correct terminology when addressing the LBGTQI community.

### **Understanding Muslim Experiences and Combating Anti-Muslim Bias:**

#### **January 14<sup>th</sup>**

This workshop promotes understanding of the City's diverse faith communities. The workshop addresses what is referred to as anti-Muslim racism, introduces Muslim beliefs and practices, outlines best practices in working with Muslim New Yorkers, and elaborates on the protections under the City Human Rights Law against discrimination based on religion.

### **Understanding the Jewish Experience and Antisemitism: January 21<sup>st</sup>**

This workshop promotes understanding of the City's diverse Jewish communities. The workshop addresses antisemitism, its impact on Jewish New Yorkers, and its impact on larger society. It introduces Jewish history and practices, outlines best practices in working with Jewish New Yorkers, and elaborates on the protections for Jewish New Yorkers against discrimination, under the City Human Rights Law.

To register for the upcoming workshops, please click on [the workshop registration form](#). Please note that all sessions will be hosted virtually via Teams. Attendees will receive a calendar invite with the link to the sessions the day before the scheduled workshop.

## **CAMPUS ON-SITE REQUESTS**

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Upon request, PDL works with campus Human Resources Offices and the Citywide Training Center (CTC) to arrange for professional development courses to be delivered on-site at your campus.

### **To determine the course(s) that best meet your needs:**

1. Review the [CTC Course Catalog](#).
2. Complete the [Campus On-Site Form](#), indicating the course(s) you are interested in. You cannot register for courses through the catalog website.
3. After submitting the request form, a member of the Professional Development team will contact you within 7 business days.

Interested administrators should consult with their Human Resources Office before completing the form. Please note that costs for this service start at \$2,000 per day of training.

# PROFESSIONAL DEVELOPMENT TRACKING

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As part of CUNY's university-wide strategic initiative regarding professional development opportunities for employees, PDL is tracking all employee professional development activities on a consistent basis.

After completing any form of professional development, employees are encouraged to log all professional development activities by completing the [CUNY Professional Development Tracking Form](#).

For any questions or inquiries regarding any of our upcoming course offerings, employees can reach out to PDL via email at [University.Training@cuny.edu](mailto:University.Training@cuny.edu).