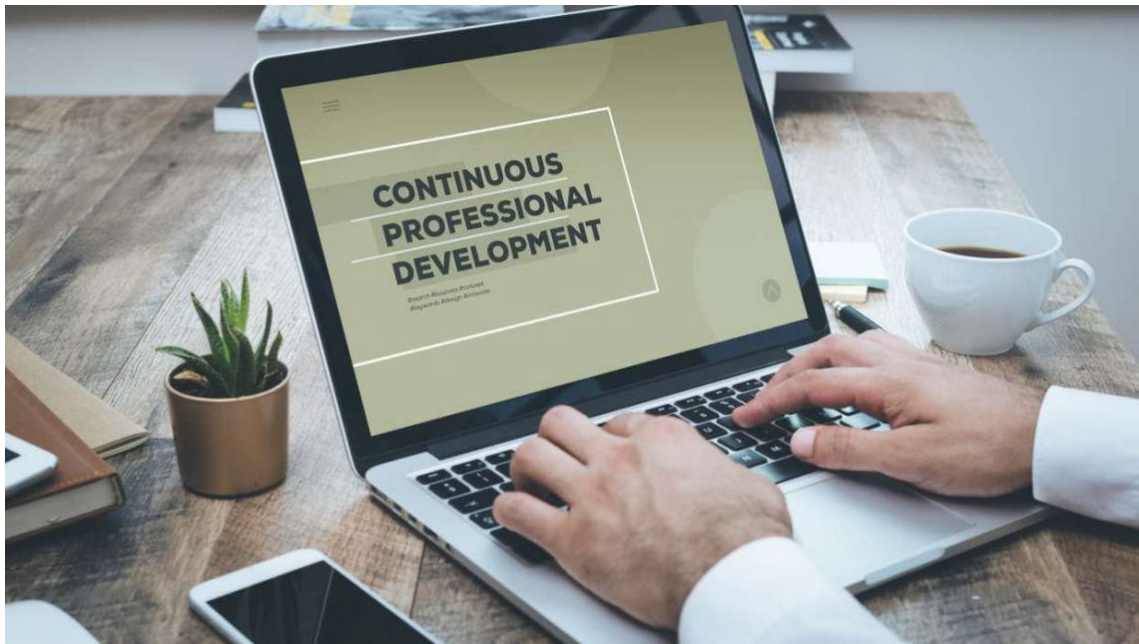# UHR PROFESSIONAL DEVELOPMENT & LEARNING (PDL)

Spring 2025
Professional Development Opportunities

PDL SPRING COURSE OFFERINGS

Employees can find the Spring 2025 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 Spring 2025 Course Registration Form. Once submitted, you and your supervisor will receive a confirmation email from 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) 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

The Spring 2025 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. *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.

REFOCUS & LEAD: A MANAGER REFRESH

We are thrilled to announce the launch of Refocus & Lead: A Manager Refresh for spring of 2025!

This exciting and comprehensive program is specifically designed for CUNY employees who have been in supervisory roles for 2-6 years. It offers a fantastic opportunity to refresh your existing knowledge, enhance your managerial skills, and boost your confidence in team management. As you continue your management journey, this program will support your growth and development, ensuring you are well-prepared for future leadership roles.

The program features a robust online learning component, allowing you to engage with the material at your own pace. Additionally, there will be three in-person training sessions, offering hands-on experience and the chance to interact with peers and experts in the field and a succession planning activity. These sessions are designed to deepen your understanding and application of key supervisory concepts.

Running from March 15th to June 15th, 2025, this program is completely free of charge.

Supervisors are encouraged to nominate eligible employees by completing the [Refocus & Lead: A Manager Refresh Nomination Form.](#) *Please note that the program will be limited to 25 total participants, so please make sure to complete the nomination form before the **February 28th** deadline.*

Eligibility Criteria:
- 2-6 years of supervisory experience at CUNY
- At least 1 direct report
- Commitment to complete all program activities within the timeframe

Program Activities:
- Complete all 10 mandatory online courses
- Select and complete one of the 4 elective online course tracks
- Complete a Succession Planning Activity
- Attend all 3 CUNY-specific live learning sessions (in-person)
  - Employee Coaching
  - Performance Management
  - Labor Relations

NEW SUPERVISORS PROGRAM

Back by popular demand, we are re-launching the New Supervisors Program for Spring 2025!

This is an excellent opportunity for employees new to their supervisory roles in CUNY. Participation in this program will assist them in building knowledge, skills, and confidence in managing teams as they transition into their leadership roles. This year's program will run from April 15th through September 15th, 2025, and is free of charge.

Supervisors are encouraged to nominate their employees who meet the eligibility criteria below by completing the [New Supervisors Nomination Form.](#)

Eligibility Criteria:
- Have two years or less of experience supervising others in CUNY
- Have at least one direct report
- Be ready and willing to complete all program activities within the program timeframe.

Program Activities:
Complete all mandatory online courses
Select and complete at least five elective online courses
Complete an Individual Development Plan (IDP) with their supervisor
Attend all 3 of the CUNY-specific live learning sessions
- Managing a Hybrid Workforce
- Performance Management
- Labor Relations

The deadline to submit nominations is **Friday, March 7th.** *Please note that the program will be limited to 50 total participants, so please do not hesitate in submitting your nominations.*

COMPLIANCE TRAINING PROGRAMS

The University's Employee Sexual Misconduct Prevention and Response Course (ESPARC), Workplace Violence Prevention Training (WVP), and Gender-Based Violence Training (GBVT) are now available for the 2024-2025 academic year.

Training Requirements:
1. **ESPARC and WVP**
   o Required by New York State Law and CUNY policies.
   o All **full-time employees** must complete both trainings by **Friday, May 30th, 2025**.
   o All **part-time employees** (including adjuncts) are also required to complete these trainings by **May 30th, 2025**.
     ▪ ***If your spring semester ends before May 30th, you must complete the training before your semester ends to ensure your completion is recorded.*
     ▪ ***Once your status changes to inactive in CUNYfirst, you will lose access to the training.*

2. **Gender-Based Violence Training (GBVT)**
   o Required only for **HR professionals** and **managers with at least one direct report**.

How to Access and Complete Training:
- Active employees are automatically registered for the trainings in **Blackboard.**
- To complete your training, log into your **CUNY Blackboard** account and navigate to **Organizations**.
  o *ESPARC and WVP will be listed there for all employees.*
  o *GBVT will be listed for those required to take it.*
- Detailed, step-by-step instructions for completing the trainings can be found on the trainings Announcements page.

Employees with any questions regarding the trainings can access the Compliance Training FAQs here or reach out to their campus compliance administrator for assistance.

CAMPUS ON-SITE REQUESTS

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

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.