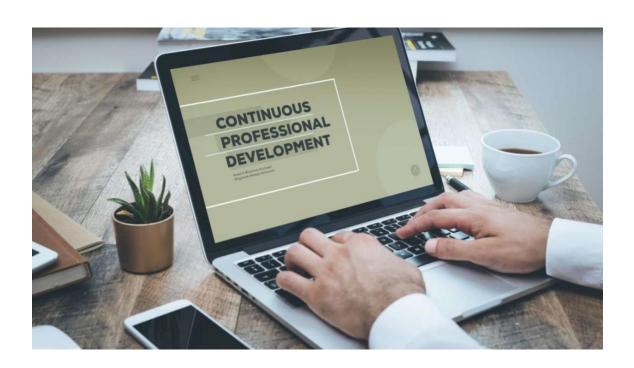# UHR PROFESSIONAL DEVELOPMENT & LEARNING (PDL)

Fall 2025
Professional Development Schedule

PDL FALL COURSE OFFERINGS (DCAS at CUNY)

Employees can find the Fall 2025 Course Catalog here. The cost for attending a session is $160 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 2025 Course Registration Form here. 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 business days** prior to the scheduled course. This allows us to offer the spot to a waitlisted employee.

If a campus cannot provide PDL notice within 10 business days, 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 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. All CUNY employees must 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.

PROFESSIONAL DEVELOPMENT CONFERENCE

Join us on November 12th and 13th for our annual **Professional Development Conference: "The Human Renaissance: Reimagining Leadership and Innovation in Higher Ed"** hosted by the University Human Resources, Professional Development & Learning Office.

All sessions will follow one of the following core tracks:

- **Leadership Track:** *Vision, Voice, and Values: Redefining Leadership in Higher Ed*
- **Talent & Performance Track:** *Rethinking Talent: Building Agile and Future-Ready Teams*
- **Cultural Competence Track:** *The Power of Perspective: Cultivating Cultural Fluency*
- **Technology Track:** *Human-Tech Synergy: Leveraging Digital Tools for Engagement and Efficiency*
- **Employee Wellness Track:** *Mindfulness, Meaning, and Motivation: Tools for Sustainable Success*

This free, virtual conference is open to all employees. Interested employees can RSVP here.

REFOCUS & LEAD: A MANAGER REFRESH

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. 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 **October 1st through January 30th, 2026**, 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* **September 19th** *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

3

Program Activities:
- Complete all 10 mandatory online courses
- Select and complete one of the 5 elective online course tracks
- Complete a Succession Planning Activity
- Attend all 3 CUNY-specific live learning sessions (in-person)
  - Program Welcome & Employee Coaching – October 21st
  - Labor Relations – November 20th
  - AI in the Workplace & Employee Delegation – January 15th

NEW SUPERVISORS PROGRAM

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 October 13th through March 13th, 2026, 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
  - Program Welcome & Managing a Hybrid Workforce- October 14th OR November 4th
  - Labor Relations- November 20th OR December 11th
  - Performance Management- February 3rd OR February 10th

*The deadline to submit nominations is **Monday, September 22nd**. Please note that the program will be limited to 50 total participants, so please do not hesitate in submitting your nominations.*

NYC COMMISSION ON HUMAN RIGHTS (NYCCHR)WORKSHOPS

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

Human Rights Law and Age Discrimination in Employment: September 25th
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.

Working with Transgender and Gender Non-Conforming Persons: October 28th

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: November 18th
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: December 9th
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.

HRL, Anti-Black Racism and Other Forms of Discrimination Based on Race and Color: Date TBD
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: Date TBD
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.

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

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.

COMPLIANCE TRAINING PROGRAMS

CUNY's 2025–2026 annual compliance training programs are now available. All employees are required to complete their assigned trainings in Brightspace, the University's new learning management system.

This is the first year compliance trainings are being offered through Brightspace. We encourage all employees to log in and complete the required courses as soon as possible.

Required Trainings:
- ESPARC: Employee Sexual Misconduct Prevention and Response Course
- WVP: Workplace Violence Prevention Training
- GBVT: Gender-Based Violence Training *(Required for HR professionals and employees who supervise at least one direct report)*

Deadlines:
- Full-time employees must complete all assigned trainings by **Friday, May 29, 2026.**
- Part-time employees, including adjuncts, must complete their trainings by May 29, 2026 or by the end of their employment for the semester, whichever comes first.
- Employees who become inactive in CUNYfirst will lose access to the trainings.

How to Access Your Trainings:
Employees have been automatically enrolled in your required compliance courses. To get started:
1. Log in to Brightspace
2. Go to the **"Compliance"** section under *My Courses*
   New employees will gain access the day after their CUNYfirst record becomes active.

Resources & Support:
- Employee Navigation Guide
- Compliance Training FAQs
- **Need help?** Contact your campus compliance administrator.

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.