Friday, January 10, 9:30 AM - 12:30 PM
MS EXCEL 2010: Formulas and Functions (WTT141A)
Need to perform calculations on data in an Excel spreadsheet? Learn how to create formulas and let Excel do the calculations for you! Then learn how to use functions (prewritten formulas) to shorten and simplify formulas. After this session, you’ll be able to use formulas and functions to perform simple or complex calculations on a single worksheet or across multiple worksheets, combine multiple columns of data into a single column, and effectively utilize the five most common functions. For all staff

Friday, January 10, 1:30 - 4:30 PM
MS EXCEL 2010: Pivot Tables and LOOKUPS (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. For all Staff

Tuesday, January 14, 9:00 AM – 5:00 PM
MANAGERIAL STYLES (PDP461)
How managers and supervisors handle their various workday challenges depends greatly on their style of management. Managerial Styles is a one-day experiential workshop in which participants explore the six most prominent management styles and the effects of these styles on work environment, employee motivation, and team performance. Participants complete a self-assessment to assist in identifying their preferred management styles and in determining the appropriate style for their work environment. For Managers and Supervisors

Wednesday, January 22, 9:00 AM- 5:00 PM
"PEOPLE SMART" STRATEGIES FOR POSITIVE RELATIONSHIPS (C5156)
Learn to think wisely, be optimistic, and use your energy sensibly to negotiate tense and stressful situations at work. Explore smart strategies to manage personality conflicts, complain less, maintain self-control, and avoid undermining your own work performance when faced with challenging situations. For all Staff

Friday, January 24, 9:30 AM – 12:30 PM
MS POWERPOINT 2010: Creating Powerful Presentations (WTT151A)
Build a content-rich presentation using text, design, images, videos, animation, and links; as well as collaborating with other MS Office 2010 applications. Develop your presentation for on-screen, web, or email delivery. For all Staff

Friday, January 24, 1:30 – 4:30 PM
MS POWERPOINT 2010: Dynamic PowerPoint Delivery (WTT151P)
Learn the fundamentals of delivering a dynamic PowerPoint presentation. Participants will learn to deal effectively with fear and anxiety; plan a presentation that gains attention and enhances credibility; use visual aids as they are intended; and to handle questions and comments with confidence. For all Staff

Thursday, January 30, 9:00 AM– 5:00 PM
LEADING SHORT-TERM IMPROVEMENT PROJECTS (C0014)
Learn how to set short-term improvement projects, select a project work-team, and create a viable project plan. Techniques and tips for maintaining focus and infusing energy and enthusiasm into the successful completion of short-term projects also will be explored. For managers, supervisors, and team leaders working on short-term improvement projects

REGISTRATION: Go to www.cuny.edu/training, click on REGISTRATION, and then click on the PDLM E-Application link. Follow the instructions to complete and submit your E-Application ("E-App"). Applications must be received in the PDLM Office at least 10 days before a course starts. Dates are subject to change.