

## “Fall” into Leadership and Technology Training in October with PDLM

OHRM's Office of Professional Development and Learning Management (PDLM) Office kicks off its 2013-2014 training year with a series of special learning opportunities for CUNY employees. These courses have been designed to help staff in various job groups achieve expert knowledge in the use of office technology and increase their professional proficiency.

October is **Technology Month**, and PDLM will make a second presentation of its special desktop technology courses. Last spring, PDLM distributed a survey to approximately 300 previous technology training participants, asking them to share their specific technology usage needs. The resulting analysis culminated in the development of four half-day training sessions focusing on specific office software applications identified by CUNY staff. Courses piloted during last June's "Technology Month" included **Working with Pivot Tables** in Microsoft Excel, and **Style, Graphics, Equations and Symbols** in Microsoft Word. The courses were so overwhelmingly received that spaces for the majority of October's Technology sessions were taken by end of the previous May! Additional sessions are now planned for January 2014 to meet the demand. Schedule information is available on the PDLM website (see link below).



Professional development courses this fall include the return of **Lean Six Sigma**, an introduction to one of the prominent quality- and productivity-producing skill-sets in the workplace today. Another CUNY crowd-pleaser, **Essentials of Successful Project Management**, also will be offered along with the foundation courses for the CUNY Managerial Competency and Supervisory Competency Certificates, **Foundations of Management** and **Fundamentals of Supervision**, respectively. Administrative professionals will enjoy **Effective Office Management for Today's Workplace** and **Managing Multiple Priorities**. Professional development activities for OHRM trainers also are scheduled this fall.

The PDLM Fall/Winter Schedule of courses runs from October 2013 through January 2014. Descriptions of courses are provided in the Fall 2013 PDLM Course Catalog. Descriptions for DCAS Citywide Training Center courses are provided in the DCAS Fall Catalog. Both catalogs were distributed to campus Human Resources Offices in September, and are available on the PDLM website.

Visit the PDLM website at [www.cuny.edu/training](http://www.cuny.edu/training) for information on all the professional development opportunities available via the OHRM PDLM Office. "Spread the word" and encourage your employees to come learn with us!