November 2015: Know Yourself...Accomplish More

HOW TO WRITE FAST UNDER PRESSURE (C7513)
Wednesday, November 4, 9:00 AM - 5:00 PM
Anyone who regularly deals with writing deadlines knows the kind of paralysis that can take over when there is too much
to accomplish and not enough time. This workshop will provide you an easy, efficient, and confidence building process
for keeping up and being productive, even under time constraints and obstacles.  Target Audience:  All staff

CREATING A POSITIVE WELL-BEING (C1239)
Monday, November 9, 9:00 AM - 5:00 PM
Discover how to step outside the boundaries of traditional thinking to generate new ideas, make better decisions, and get
bottom-line results. Take the challenge and build a new set of habits and equip yourself with new tools and techniques
for a positive outlook and a healthier life.  Target Audience:  All staff

ESSENTIALS OF SUPERVISION FOR THE 21ST CENTURY (C1031)
Thursday, November 12 & Friday, November 13, 9:00 AM - 5:00 PM
An introduction to the issues, challenges, and typical situations related to supervising “frontline” employees.  In this two-
day workshop, participants will learn basic skills and be introduced to the key techniques they will need to function
effectively in their supervisory role.  Target Audience:  Managers and supervisors

MS EXCEL 2010: FORMULAS & FUNCTIONS (WTT141A)
Friday, November 20, 9:30 AM - 12:30 PM
Learn how to create formulas and to use functions to shorten and simplify formulas. 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.  Target Audience:  All staff

MS EXCEL 2010: PIVOT TABLES (WTT141P)
Friday, November 20, 1:30 - 4:30 PM
Need to perform an in-depth analysis of the data in your spreadsheet or quickly answer an unanticipated question about
your data? Learn to create a PivotTable or PivotChart report. They will allow you to summarize values in a spreadsheet
without having to create formulas to perform these calculations.  Target Audience:  All staff

LEAN SIX SIGMA: AN INTRODUCTION TO QUALITY AND PRODUCTIVITY IMPROVEMENT (C9100)
Monday, November 30 & Tuesday, December 1, 9:00 AM - 5:00 PM
Achieving great results on a daily basis can be a challenge as employees and managers often feel stretched beyond full
capacity. In this two-day seminar, participants will learn proven methods for achieving higher productivity with limited
resources. Lean Six Sigma provides tools and techniques to streamline tasks, improve time management, and produce
higher quality work.  Target Audience:  Managers and supervisors

REGISTRATION:  Go to www.cuny.edu/pdlm, 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.