



MANAGERIAL & SUPERVISORY PROGRAMS

Program Descriptions

Fundamentals of Supervision — a presentation of the issues, challenges, and typical situations related to supervising “front-line” employees. Participants will review basic skills and key techniques required to function as an effective supervisor.

Dynamics of Management — an overview of the managerial role in the public sector. Emphasis is placed on internal and external customers, devising and implementing process improvement, and tracking measurable outcomes.

Date/Time	Program	Participating Colleges
1/24, 25, 26/2007 9:00 AM-5:00 PM	Fundamentals of Supervision 1	Bronx Community, Hostos Community , Lehman, City, Sophie Davis
2/7, 14, 21/2007 9:00 AM-5:00 PM	Fundamentals of Supervision 2	Baruch, BMCC, Hunter, John Jay, the Central Office, the Graduate Center
2/9, 16, 23/2007 9:00 AM-5:00 PM	Dynamics of Management 1	Brooklyn, Medgar Evers, Kingsborough Community, NYC College of Technology
3/14, 21, 28/2007 9:00 AM-5:00 PM	Dynamics of Management 2	Bronx Community, Hostos Community , Lehman, City, Sophie Davis
3/16, 23, 30/2007 9:00 AM-5:00 PM	Dynamics of Management 3	Baruch, BMCC, Hunter, John Jay, the Central Office, the Graduate Center
4/13, 20, 27/2007 9:00 AM-5:00 PM	Dynamics of Management 4	Queens, Queensborough, York, LaGuardia, the CUNY Law School, the College of Staten Island
4/23, 24, 25/2007 9:00 AM-5:00 PM	Fundamentals of Supervision 3	Brooklyn, Medgar Evers, Kingsborough Community, NYC College of Technology
6/19, 20, 21/2007 9:00 AM-5:00 PM	Fundamentals of Supervision 4	Queens, Queensborough, York, LaGuardia, the CUNY Law School, the College of Staten Island

Dates are subject to change. To register, contact your college Human Resources/Personnel Office.

These programs are brought to you by your college HR/Personnel Department, the University Training and Development Office, and the University Office of Faculty and Staff Relations. Please contact your HR/Personnel Department for more information.