

**CITYWIDE LEARNING and DEVELOPMENT
SPRING 2017 COURSE SCHEDULE at the CITYWIDE TRAINING CENTER**

Technology Skills Portfolio Pages
1 - 2

This portfolio has a full complement of software offerings, including all Microsoft Office products, Adobe products, IT Certification, eLearning at Your Desktop, and Online Live Training.

Personal Development Portfolio 2

Inspired to develop your skills on a personal and professional level? Programs in this portfolio provide a full spectrum of options for enhancing your creative thinking, written and oral communication, analysis and decision making skills, time management skills, cultural competency, project management knowledge, and achieving enhanced work-life balance.

Management & Supervision Portfolio 2 - 3

This portfolio offers a broad range of development opportunities for managers and supervisors. Programs link to the core competencies necessary to manage within our public sector environment, and include navigating within the civil service framework.

Professional Practices Portfolio Pages
3 - 4

These courses and programs are designed for specific communities of practice to allow for continuity in networking, collaboration and knowledge sharing. So, whether you are in the Energy, Audit, Procurement or IT community, or are an HR Professional, you can find programs geared specifically to your field of expertise.

Executive Development Portfolio 4

This Portfolio offers an array of learning opportunities for mid-to-senior level managers and executive throughout the City. Participants are introduced to next and best practices in management and leadership while learning from experts in areas such as neuroscience, leadership, organizational psychology, strategic change and innovation. Other opportunities include Executive Coaching, Assessment, Planning, and on-going skill development.

Certification & Credit Bearing Portfolio 4

NYC employees can prepare for professional certifications and exams with training that is specific to their certification's requirements. Some of L&D's current offerings include the CUNY Public Administration Program, NIGP Certification, and a wide variety of IT Certifications.

NYC Specific Portfolio 4

The courses in these programs provide the resources and knowledge that is specific to New York City agencies in areas such as Emergency Management, Conflicts of Interest, Purchasing, Customer Service, and Diversity and Inclusion.

Contact the CTC

Phone: 212.386.0005 or 212.386.6425 Fax: 212.313.3439
 Email: citywidetrainingcenter@dcas.nyc.gov
 Website: www.nyc.gov/ctc
 Unless noted, open enrollment classes are held from 9:00am to 5:00pm

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
TECHNOLOGY SKILLS PORTFOLIO					
MICROSOFT OFFICE					
Access 2010					
Part 1	T4051	1.2CEU/16CPE	2	Feb 16-17, May 4-5	\$250
Part 2	T4052	1.2CEU/16CPE	2	Jan 19-20, Mar 16-17, May 30-31	\$250
Access 2013					
Part 1	T4061	1.2CEU/16CPE	2	Feb 21-22, Mar 2-3, April 13-14	\$250
Part 2	T4062	1.2CEU/16CPE	2	May 15-16	\$250
Excel 2010					
Part 1	T3054	.6CEU/8CPE	1	Jan 24, Feb 23, Mar 13, Apr 24, May 1, June 9	\$125
Part 2	T3055	.6CEU/8CPE	1	Mar 14, Apr 25, May 8, June 7, June 15	\$125
Part 3	T3056	.6CEU/8CPE	1	Mar, 23, Apr 27, May 24, June 28	\$125
Level 4	T3063	.6CEU/8CPE	1	Jan 27	\$125
Maximizing Pivot Tables	T3061	.6CEU/8CPE	1	Mar 20	\$125
Tables, Pivot Tables, and Conditional Formatting	T3062	.3CEU/4CPE	1/2	Feb 9 (9:00a-1230p) or (1:30p-5:00p)	\$65
Excel 2013					
Part 1	T3064	.6CEU/8CPE	1	Feb 1, Mar 6, Apr 20, June 5, June 23	\$125
Part 2	T3065	.6CEU/8CPE	1	Jan 26, Feb 14, Apr 21, May 17, May 23, June 16, June 26	\$125
Part 3	T3066	.6CEU/8CPE	1	Apr 19, May 10, May 19, June 14, June 21, June 29	\$125
Data Analysis with Pivot Tables	T3071	.6CEU/8CPE	1	Feb 13, June 22	\$125
Data Analysis with Power Pivot	T3073	.6CEU/8CPE	1	Mar 9	\$125
Tables, Pivot Tables, and Conditional Formatting	T3072	.3CEU/4CPE	1/2	Feb 7 (9:00a-1230p) or (1:30p-5:00p)	\$65
Excel 2016					
Part 1	T3074	.6CEU/8CPE	1	May 2, June 19	\$125
Outlook 2010					
Part 1	T7051	.6CEU/8CPE	1	Feb 24	\$125
Part 2	T7052	.6CEU/8CPE	1	Apr 17	\$125
Outlook 2013					
Part 1	T7061	.6CEU/8CPE	1	Feb 28	\$125
Part 2	T7062	.6CEU/8CPE	1	Mar 21	\$125
PowerPoint 2010					
Part 1	T6041	.6CEU/8CPE	1	Mar 1	\$125
Part 2	T6042	.6CEU/8CPE	1	Apr 12	\$125
PowerPoint 2013					
Part 1	T6051	.6CEU/8CPE	1	Mar 7, Apr 18	\$125
Part 2	T6052	.6CEU/8CPE	1	Mar 10	\$125
Project 2010					
Level 1	T6043	.6CEU/8CPE	1	Feb 15	\$125
Level 2	T6044	.6CEU/8CPE	1	Mar 8	\$125
Project 2013					
Part 1	T6053	.6CEU/8CPE	1	Feb 3, Mar 22	\$125
Part 2	T6054	.6CEU/8CPE	1	May 3	\$125
Visio Professional 2010					
Level 2	T5450	.6CEU/8CPE	1	Jan 18	\$125
Visio Professional 2013					
Part 1	T6440	.6CEU/8CPE	1	June 20	\$125
Part 2	T6441	.6CEU/8CPE	1	June 27	\$125
Word 2010					
Part 1	T2064	.6CEU/8CPE	1	May 12	\$125
Part 2	T2065	.6CEU/8CPE	1	June 12	\$125

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Word 2013						
Part 1	T2074	.6CEU/8CPE	1	May 11		\$125
Part 2	T2075	.6CEU/8CPE	1	June 13		\$125
Word 2016						
Part 1	T2078	.6CEU/8CPE	1	May 18, June 1		\$125
PERSONAL DEVELOPMENT PORTFOLIO						
Action Grammar	C5031	1.2CEU/16CPE	2	Feb 14-15		\$250
Advanced Writing Skills for Experienced Professionals	C7904	1.2CEU/16CPE	2	May 4-5		\$300
Anger Management	C7774	.6CEU/8CPE	1	May 3		\$125
The Art of Assertiveness	C2010	.6CEU/8CPE	1	Apr 3		\$125
Attitude is Everything	C9266	.6CEU/8CPE	1	Jan 24, Feb 9		\$125
Breaking the Cycle of Procrastination	C9205	.6CEU/8CPE	1	Feb 23		\$125
Business Writing: Clarity Through Critical Thinking	C2036	.6CEU/8CPE	1	Apr 10		\$125
Citywide Standardized Customer Service	C7816	.6CEU/8CPE	1	Jan 13, Jan 27, Feb 27, Mar 22, Apr 21, May 15, June 21		\$125
Communication Strategies for the Administrative Professional	C9034	1.2CEU/16CPE	2	June 20-21		\$250
Conflict Management: Defusing Workplace Aggression	C7857	.6CEU/8CPE	1	June 5		\$125
Conflict Management: Strategies for Handling Difficult Behaviors	C7858	.6CEU/8CPE	1	Jan 18, Mar 8		\$125
Creating and Delivering Powerful Presentations	C9041	1.2CEU/16CPE	2	Jan 30-31, Mar 1-2		\$250
Creating Workplace Civility	C9100	.6CEU/8CPE	1	Feb 10		\$125
Developing Dynamic Listening Skills	C2508	.6CEU/8CPE	1	May 24		\$125
Effective Meeting Management	C7916	.6CEU/8CPE	1	Apr 12		\$125
Effective Office Management for Today's Workforce	C7917	.6CEU/8CPE	1	May 2		\$125
Effective Presentation Skills: Presenting Like a Pro	C7758	1.2CEU/16CPE	2	June 13-14		\$500
Enhancing Your Personal Productivity	C9226	.6CEU/8CPE	1	Apr 18		\$125
How to Write Fast Under Pressure	C7513	.6CEU/8CPE	1	Mar 3		\$125
Influencing Without Authority	C4020	.6CEU/8CPE	1	June 15		\$125
Interviewing Skills	C7863	.6CEU/8CPE	1	Jan 3		\$125
Managing Multiple Priorities	C5044	.6CEU/8CPE	1	May 16		\$125
Managing Stress and Preventing Burnout	C9033	.6CEU/8CPE	1	Jan 27, Mar 7		\$125
Mind Tools for Memory	C9279	.6CEU/8CPE	1	Mar 8		\$125
Motivating Yourself for Professional Success	C9092	.6CEU/8CPE	1	Mar 21		\$125
Negotiation Skills	C7911	.6CEU/8CPE	1	May 19		\$125
Organizing Your Workspace	C9260	.6CEU/8CPE	1	June 6		\$125
Personal Financial Management	C1660	.3CEU/4CPE	1/2	June 1 (9:00am -12:30pm)		\$65
Positive Well-Being	C7912	.6CEU/8CPE	1	Feb 16		\$125
Powerful Public Speaking	C7864	.6CEU/8CPE	1	Jan 19		\$125
Presentation Skills (Intermediate -Level II)	C7915	1.2CEU/16CPE	2	Mar 28-29		\$300
Presentation Skills (Advanced -Level III)	C7913	1.2CEU/16CPE	2	Apr 18-19		\$300
Presentation Skills (Advanced Presentation Lab)	C7914	1.2CEU/16CPE	2	May 11-12		\$300
Revising, Editing, and Proofreading	C2033	1.2CEU/16CPE	2	Mar 13-14		\$250
Successful Letter and Memo Writing	C6788	1.2CEU/16CPE	2	Jan 30-31, Feb 21-22		\$250
Successful Workplace Communication	C1022	.6CEU/8CPE	1	May 10		\$125
Time Management Strategies	C8002	.6CEU/8CPE	1	Jan 20, Feb 15, Mar 23		\$125
Turning Obstacles Into Opportunities	C1247	.6CEU/8CPE	1	Jan 4, Apr 7		\$125
Workplace Violence Prevention	C7781	.6CEU/8CPE	1	Jan 25, June 22		\$125
Writing Effective and Efficient E-mails	C4260	.6CEU/8CPE	1	Jan 17, Mar 27		\$125
Writing from Start to Finish	C9317	.6CEU/8CPE	1	May 18		\$125
Writing in Plain Language & Clinic	C7833	.9CEU/12CPE	1 1/2	Jan 30 (workshop – 1 day) and Feb 27 (clinic – ½ day, 9:00 am – 12:30 pm) Feb 6 (workshop – 1 day) and Feb 27 (clinic – ½ day, 1:30 pm – 5:00 pm) Mar 24 (workshop – 1 day) and Apr 27 (clinic – ½ day, 9:00 am – 12:30 pm) Apr 3 (workshop – 1 day) and Apr 27 (clinic – ½ day, 1:30 pm – 5:00 pm) May 25 (workshop – 1 day) and June 30 (clinic – ½ day, 9:00 am – 12:30 pm) June 2 (workshop – 1 day) and June 30 (clinic – ½ day, 1:30 pm – 5:00 pm)		\$235
MANAGEMENT & SUPERVISION PORTFOLIO						
21 Irrefutable Laws of Leadership	C9655	.6CEU/8CPE	1	Apr 21		\$125
Adaptive Leadership	C1237	.6CEU/8CPE	1	May 15		\$125
Advanced Management Intensive	C7783	1.8CEU/24CPE	3	Feb 7, Feb 8 and Feb 14		\$375
Brilliant Briefings	C3150	.6CEU/8CPE	1	Apr 19		\$125
Building Collaborative, Productive and Cohesive Teams	C1243	.6CEU/8CPE	1	June 6		\$125
Building Positive Workplace Relationships	C9019	1.2CEU/16CPE	2	Apr 24-25		\$250
Building Trust in the Workplace	C7905	.6CEU/8CPE	1	Mar 17		\$125
Coaching and Counseling for Improved Job Performance	C3030	.6CEU/8CPE	1	May 4		\$125
Communication and Collaboration for Project Success	C9119	.6CEU/8CPE	1	Mar 6		\$125
Conducting Effective Performance Appraisal Interviews	C1012	.6CEU/8CPE	1	May 23		\$125
Conflict Management: Mediation	C7906	1.2CEU/16CPE	2	Apr 20-21		\$300
Data Analysis with Python	C7907	.6CEU/8CPE	1	June 5		\$150

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Data Analysis with R	C7908	.6CEU/8CPE	1	June 12	\$150
Data Analytics for Managers	C4311	.6CEU/8CPE	1	Jan 19, Apr 3	\$150
Delegation and Time Management	C2004	.6CEU/8CPE	1	June 28	\$125
Developing Yourself and Others Through Delegation	C9117	.6CEU/8CPE	1	Apr 28	\$125
Emotional Intelligence: The Key to Effective Leadership	C9207	1.2CEU/16CPE	2	Mar 30-31, June 7-8	\$250
Emotional Intelligence 2.0: Advanced Skills of EI	C7909	1.2CEU/16CPE	2	June 26-27	\$300
Excel Tools: Summarizing Data	C4312	.6CEU/8CPE	1	May 17	\$150
Fundamentals of Supervision	C1044	1.2CEU/16CPE	2	Jan 26-27, Feb 16-17, May 17-18, June 20-21	\$250
Giving Feedback and Getting Results	C2704	.6CEU/8CPE	1	Apr 26	\$125
Initiating and Managing Difficult Conversations	C9013	.6CEU/8CPE	1	Feb 7	\$125
Inspired Leadership: <i>Creating a Motivational Environment</i>	C9248	1.2CEU/16CPE	2	May 30-31	\$250
Interpersonal Strategies	C7525	.6CEU/8CPE	1	June 9	\$150
Introduction to Statistical Analysis	C7747	.6CEU/8CPE	1	June 7	\$125
Leading Short-Term Improvement Projects	C9014	.6CEU/8CPE	1	June 28	\$125
Lean Six Sigma: Introduction to Process Improvement (White Belt Certificate)	C7784	1.2CEU/16CPE	2	Apr 12 and Apr 14	\$250
Lean Six Sigma: Process Improvement Initiatives (Green Belt Certificate)	C7785	2.4CEU/32CPE	4	Apr 26, 28, and May 10, 12	\$500
Managerial Decision Making and Problem Solving	C7869	.6CEU/8CPE	1	Mar 29	\$125
Managerial Decision Making and Problem Solving (Advanced)	C7910	.6CEU/8CPE	1	June 1	\$150
Performance Evaluation Clinic	C9036	.6CEU/8CPE	1	June 27	\$125
Preparing for Supervision: Managing the Transition	C8009	.6CEU/8CPE	1	Mar 20	\$125
Project Management	C7756	.6CEU/8CPE	1	Jan 23, Apr 27	\$125
Report Writing for Managers and Professionals	C1030	1.2CEU/16CPE	2	May 8-9	\$250
Resolving and Managing Conflict	C7518	.6CEU/8CPE	1	May 25	\$125
Selection Interviewing: Hiring Right	C4027	.6CEU/8CPE	1	Mar 14, Mar 21	\$125
Supervising Challenging Employees	C9038	1.2CEU/16CPE	2	Mar 23-24, Apr 5-6	\$250
Writing High-Impact Executive Summaries	C9018	.6CEU/8CPE	1	Apr 4	\$125
Writing Performance Evaluations	C9166	.6CEU/8CPE	1	Jan 12, Mar 9	\$125

PROFESSIONAL PRACTICES PORTFOLIO

AUDIT PROFESSIONALS

Developing and Presenting Audit Findings	A7021	1.2CEU/16CPE	2	Mar 15-16	\$505
Ethical Decision Making for Auditors	A9010	.6CEU/8CPE	1	Apr 5	\$380
Information Systems Auditing	A8029	1.2CEU/16CPE	2	Apr 13-14	\$505
Information Technology for Auditors	A8024	1.2CEU/16CPE	2	Apr 24-25	\$505
Making Your Case to Prosecute Fraud	A8090	1.2CEU/16CPE	2	May 8-9	\$505
Planning Audit Assignments	A8451	1.2CEU/16CPE	2	May 30-31	\$505
Reviewing Audit Reports	A9502	.6CEU/8CPE	1	May 1	\$380
Skills for Leading & Managing Audit Projects	A9109	1.8CEU/24CPE	3	Jan 23-25, June 28-30	\$585
Using Metrics to Assess Performance	A8028	1.8CEU/24CPE	3	May 22-24	\$585

ENERGY MANAGEMENT PROFESSIONALS

Building Operator Certification Level 1 (BOC-L1)	C7200	N/A	9	Jan 27, Feb 10, Feb 24, Mar 10, Mar 24, Apr 7, Apr 21, Apr 28, May 12 (9:00am-4:00pm)	N/C*
Building Operator Certification Level 2 (BOC-L2)	C7202	N/A	8	Feb 3, Feb 17, Mar 3, Mar 17, Mar 31, Apr 21, May 5, May 12 (9:00am-4:00pm)	N/C*
Building Retuning (BRT)	C7114	N/A	5	Apr 13, Apr 20, Apr 27, May 4, May 18 (9:00am-12:00pm)	N/C*
Certified Building Commissioning Professional (CBCP) Exam Prep Class	C7101	N/A	4	Mar 13 - Mar 16 (8:30am-4:30pm)	N/C*
Certified Energy Manager (CEM) Exam Prep Class	C7100	N/A	5	June 12 - June 16 (8:30am-4:30pm)	N/C*
Energy Efficient Operations of Control Systems	C7106	N/A	5	Apr 4, Apr 18, May 2, May 16, June 6 (8:30am-3:30pm)	N/C*
Energy Efficient Operations of Electrical Systems	C7105	N/A	5	Feb 8, Feb 22, Mar 8, Mar 22, Apr 5 (8:30am-3:30pm)	N/C*
Energy Efficient Operations of Mechanical Systems	C7108	N/A	4	Mar 7, Mar 21, Apr 4, Apr 18, May 2 (8:30am-3:30pm)	N/C*
Energy Efficient Operations of Piping Systems	C7107	N/A	3	May 25, June 8, June 22 (8:30am-3:30pm)	N/C*
Energy Efficient Operations of Plumbing Systems	C7109	N/A	3	June 1, June 15, June 29 (8:30am-3:30pm)	N/C*

A fee of will be assessed for a "no show" or late cancellation in accordance with the CTC Cancellation Policy. See the Course Catalog, page 86 for details.

HUMAN RESOURCE PROFESSIONALS

See Course Catalog, page 91 for details.

IT PROFESSIONALS

See Course Catalog, page 92 for details.

PROCUREMENT PROFESSIONALS

Conflicts of Interest Seminar for Procurement Professionals	P4002	.3 CEU	1/2	Mar 15 (9:30am-12:00pm)	N/C
Contract Management/Administration	P3016	.6CEU/8CPE	1	Apr 14	\$470

MAYOR'S OFFICE OF CONTRACT SERVICES (MOCS) COURSES

A Healthy Board and Staff	P6175M	.3 CEU	1/2	Apr 20 (9:00am-12:30p)	N/C
APT (Automated Procurement Tracking) Basics	P6049M	.3CEU	1/2	Apr 6 (1:30pm-5:00pm)	N/C
City Council Discretionary Funding Requirements	P6173M	.3CEU	1/2	Feb 15 (9:00am-12:30pm)	N/C
Contract Public Hearings	P6140M	.3CEU	1/2	May 23 (9:00am-12:30pm)	N/C
Ethics/Legal Compliance	P6005M	.6CEU/CLE*	1	Mar 1	N/C
Financial Management: Budgeting for Full Cost of Programs	P6177M	.3CEU	1/2	June 20 (9:00am-12:30pm)	N/C

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Franchises and Concessions	P6191M	.3CEU/CLE*	1/2	June 21 (9:00am-12:30pm)	N/C
HireNYC: Goods and Services	P6057M	.3CEU	1/2	Apr 19 (9:00am-12:30pm)	N/C
HireNYC: Human Services	P6192M	.3CEU	1/2	May 24 (9:00am-12:30pm)	N/C
Intergovernmental Contracting	P6143M	.3CEU	1/2	Mar 23 (1:30pm-5:00pm)	N/C
Introduction to Procurement	P3014M	.3CEU	1/2	Jan 19 (9:00am-12:30pm)	N/C
Legal Compliance in Procurement	P6152M	.3CEU/CLE*	1/2	Apr 5 (9:00am-12:30pm)	N/C
Local Law 34 Compliance/DBA (Doing Business Accountability) Project	P6155M	.15CEU	1.5 hrs	Jan 10, Feb 14, Mar 21, Apr 18, June 6 (11:00am-12:30pm) or Jan 25, Mar 1, Apr 5, May 10, June 21 (1:00pm-2:30pm)	N/C
Local Law 63 of 2011	P6193M	.3CEU/CLE*	1/2	Feb 9 (9:00am-12:30pm)	N/C
New York City's Pay-to-Play Campaign Law: Local Law 34 of 2007 Compliance	P6194M	.3CEU/CLE*	1/2	June 7 (9:00am-12:30pm)	N/C
Nonprofit Legal Requirements	P6176M	.3CEU/CLE*	1/2	May 17 (9:00am-12:30pm)	N/C
Performance Management and Results Tracking	P6174M	.3CEU	1/2	Mar 15 (9:00am-12:30pm)	N/C
Procurement Law for Beginners	P6064M	.3CEU	1/2	May 3 (9:00am-12:30pm)	N/C
Project Labor Agreements (PLA) for Contract Administrators	P6072M	.3CEU	1/2	May 10 (9:00am-12:30pm)	N/C
Subcontractor Tracking	P6118M	.3CEU	1/2	Jan 17, Feb 21, Mar 21, Apr 25, May 31, June 27 (1:30p-5:00p)	N/C
Understanding the Vendex Process	P6008M	.3CEU	1/2	Apr 26 (9:00am-12:30pm)	N/C
Vendor Responsibility/Determinations	P6154M	.3CEU	1/2	Feb 28 (1:30pm-5:00pm)	N/C

*CLE credit pending

PROJECT MANAGEMENT PROFESSIONALS

See Course Catalog, page 107 for details.

EXECUTIVE DEVELOPMENT PORTFOLIO

See Course Catalog, page 108 for details and/or call Executive Development Programs at 212-386-0004.

CERTIFICATION & CREDIT BEARING PORTFOLIO

**CUNY PUBLIC ADMINISTRATION CERTIFICATE PROGRAM
(Union tuition reimbursement may apply)**

For more information on CUNY courses at DCAS/CTC contact: 212-386-6473 or contact CUNY at The Murphy Institute at: 212-642-2059

See Course Catalog, page 115 for details.

NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING (NIGP) COURSE ALIGNMENT FOR CERTIFICATION

Contract Administration in the Public Sector	P1008	1.8CEU	3	Jan 18-20, Apr 5-7	\$765
Developing & Managing Requests for Proposals in the Public Sector	P1002	1.8CEU	3	Apr 17-19	\$765
Introduction to Public Procurement	P1003	1.8CEU	3	May 17-19	\$765
Legal Aspects of Public Procurement	P1006	1.8CEU	3	May 3-5	\$765
Sourcing in the Public Sector	P1005	1.8CEU	3	June 14-16	\$765
Strategic Procurement Planning	P1007	1.8CEU	3	Jan 25-27, June 7-9	\$765

NYC SPECIFIC PROGRAMS

CONFLICTS OF INTEREST BOARD (COIB) SEMINARS

Special Topics in Chapter 68 of the City Charter: Gifts	C9070	1.5 CLE	1.5 hrs	Apr 28 (10:00am-11:30am)	N/C
Special Topics in Chapter 68 of the City Charter: Post-Employment	C9072	1.5CLE	1.5 hrs	Mar 24 (10:00am-11:30am)	N/C
What Every Attorney Should Know about Chapter 68 of the City Charter	C9058	2CLE	2 hrs	Feb 17 (10:00am-12:00pm)	N/C

DIVERSITY & INCLUSION COURSES

Building an Inclusive Culture: <i>Understanding Unconscious Bias</i>	C1078	.3CEU/4CPE	1/2	Jan 18, Jan 19, Jan 25, Feb 14, Feb 28, Mar 21, Apr 6 (9:00a-12:30p) or (1:30p-5:00p)	N/C
Conflict Resolution Strategies for the Culturally Diverse Workplace	C7823	.3CEU/4CPE	1/2	Feb 7, Mar 7, May 16 June 20 (9:00a-12:30p) or (1:30p-5:00p)	N/C
Diversity and Equal Employment Opportunity Basic Training	C7824	3CEU/40CPE	5	Apr 25, Apr 26, Apr 27, May 2 and May 4	N/C
Everybody Matters (<i>Full Day</i>)	C1075	.6CEU/8CPE	1	Mar 16	N/C
Everybody Matters (<i>1/2 Day</i>)	C1077	.3CEU/4CPE	1/2	Feb 9, May 10 (9:00a-12:30p) or (1:30p-5:00p)	N/C
LGBT: Are You Ready for the "T" – Creating an Inclusive Culture for Transgender Employees	C7787	.3CEU/4CPE	1/2	Jan 27, Jan 30, Feb 22, Feb 23, Mar 22, Mar 23 (9:00a-12:30p) or (1:30p-5:00p)	N/C
Straight Talk: LGBTQ Community at Work	C7789	.3CEU/4CPE	1/2	June 27, June 28 (9:00a-12:30p) or (1:30p-5:00p)	N/C
Structured Interviewing and Unconscious Bias	C7790	3CEU/4CPE	1/2	Jan 17, Feb 13, Feb 21, Mar 15, May 23, June 13 (9:00a-12:30p) or (1:30p-5:00p)	N/C

EMERGENCY MANAGEMENT CERTIFICATE PROGRAM

See Course Catalog, page 139 for details.

SMALL BUSINESS SERVICES (SBS) M/WBE COURSES

Best Practices for Identifying M/WBEs	P9007S	.3CEU	1/2	Jan 12, Apr 13 (9:30am-12:30pm)	N/C
How to Prepare for the Citywide Procurement Fair	P9014S	.3CEU	1/2	May 11 (9:30am-12:30pm)	N/C
M/WBE Compliance and Goal Setting	P9018S	.3CEU	1/2	Mar 9 (9:30am-12:30pm)	N/C
M/WBE Utilization and Performance Review: FY17 Q1	P9019S	.3CEU	1/2	Feb 9 (9:30am-12:30pm)	N/C
Preparing the FY18 M/WBE Utilization Plan and Setting Goals	P9020S	.3CEU	1/2	June 8 (9:30am-12:30pm)	N/C