Dear Colleagues:

The Office of Human Resources (OHR) is pleased to inform you that Central Office’s Professional Development and Learning Management Office (OHRM PDLM), will once again offer their “New Supervisors Professional Development Program” to all new CUNY supervisors. The Program will run from October 2019 through March 2020.

The OHRM PDLM Office will be selecting participants from nominations submitted by all CUNY campuses. Nomination forms will be carefully reviewed for program eligibility. Nominations must be received in the PDLM Office by Friday, October 18th.

The New Supervisors Program is free for all participants and will utilize the Blended Learning Model to deliver the most comprehensive and up-to-date professional development curriculum to employees who have served as CUNY supervisors for two years or less. To successfully complete the program, participants must complete a number of mandatory and elective e-courses, attend three in-person sessions, and submit an Individual Development Plan (IDP) to assist in customizing the learning experience. Below is a short-list of some of the competencies to be addressed by the program’s mandatory curriculum:

Program Curriculum

- Employee Engagement
- Emotional Intelligence
- Communications/Effective Feedback
- Delegation
- Conflict Management
- Performance Management and more...

Eligibility Criteria

Managers may nominate employees using the nomination form link provided below or in the attached flyer. Please review the following criteria carefully to ensure that your selected supervisors meet program eligibility requirements.

- Participants must be nominated by their direct supervisor.
- Participants must be new supervisors with two years or less of experience as a CUNY supervisor.
- Participants must have at least one direct report.
- Participants must remain in an active employee status for the duration of the program (October 2019 through March 2020).
  - Supervisors with planned LOAs of one month or longer are not eligible to participate.
- Participants must be ready and willing to complete all program activities. This includes:
  - Completing all mandatory online courses through LinkedIn Learning (approximately 20 hours).
  - Selecting and completing elective online courses through LinkedIn Learning (approximately 8 hours).
  - Submitted an Individual Development Plan (IDP) completed with their supervisor.
  - Attending a minimum of three CUNY-specific classroom learning sessions and the program “Kick-off” meeting.
Only 50 supervisors will be selected to participate in this fourth cohort of the Program.

Supervisors that would like to learn more about the eligibility requirements and nominate their employees for the program can do so by applying here.

Questions on this matter may be directed to OHR via HR@gc.cuny.edu.