



## ORGANIZATION & EXECUTIVE DEVELOPMENT

The new **Executive Education Suite** is designed specifically for mid and senior level executives to learn and explore crucial management concepts with their colleagues. Included in the Suite are courses that allow for networking, discovery, and discussion of issues relevant to City managers.

This spring, the following courses in the Suite's first are being offered.

### **City Systems**

Offers participants a complete overview of City Human Resources. Topics discussed include; civil service testing, list certification, hiring from a civil service list, list transfers, permanent vs. provisional employees, and discipline.

**Days of Training: 1**

**Dates: May/June TBD**

**Cost: \$200**

### **Diversity & Inclusion Consortium**

This interactive workshop designed to give managers the skills needed to understand the EEO, diversity and inclusion journey, and their critical role in leveraging these opportunities for the agency's success.

**Days of Training: 1**

**Dates: Feb. 25**

**Cost: \$200**

### **Essentials of Budgeting**

This course aims to provide participants with a basic understanding of budgets and their importance in allocating resources, and guiding the activities within an organization. Discussion topics include; characteristics of an effective budget, key phases of the budgetary planning process, approaches to successful budgeting, variance analysis, and how to use a variance report as part of the budgetary control process.

**Days of Training: 1**

**Dates: May/June TBD**

**Cost: \$200**

### **Excel for Managers**

Designed for managers who desire to gain the necessary skills to create, edit, format, print basic Microsoft Office Excel 2010 worksheets and gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks.

**Days of Training: 1**

**Dates: Feb. 13, Mar. 21, May 8**

**Cost: \$200**

## **Finance for the Non-Financial Manager**

This course offers managers the tools needed to generate and analyze financial information essential to decision making. Participants will understand principles of financial management and explore the basic concepts of risk and return.

**Days of Training: 1**

**Dates: May/June TBD**

**Cost: \$200**

## **Project Management 201**

Reintroduces participants to project management tools and concepts. Participants take an in-depth look at individual work processes and discuss relationships between processes, services and projects. Projects and Project Management is defined as participants discover how to manage and improve work processes through the application of workflow tools

**Days of Training: 1**

**Dates: Feb. 27, Mar. 27, May 8**

**Cost: \$200**

## **Introduction to “Big Data” and Business Analytics**

This course introduces managers to the value that can be extracted, and the problems that can be solved at the intersection of business and technology. The course seeks to help participants understand the dimensions of big data; establish the business importance of Big Data; and provide useful insights on how NYC is using big data in problem solving.

**Days of Training: 1**

**Dates: May/June TBD**

**Cost: \$200**

## **Strategic Communication**

Provides participants with the tools needed to communicate with managers across networks and throughout the agency. Participants will learn when and how to communicate information at the right time and to the right people. Discussion topics include; aligning message intent and impact; prioritized and focused conversation, building relationships, and purposeful disclosure.

**Days of Training: 1**

**Dates: Feb. 20, Apr. 3, May 8**

**Cost: \$200**

For additional information, call Organizational and Executive Development Programs at 212-386-0004. To register, for any or all of the Executive Education Suite classes listed above, please fill out the application on the following page, also posted on the [OED website](#).



# ORGANIZATION & EXECUTIVE DEVELOPMENT

## EXECUTIVE EDUCATION SUITE

### Application

#### Candidate Information

Name: \_\_\_\_\_

Functional Title: \_\_\_\_\_

Civil Service Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Optional Data

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Ethnicity: White (not of Hispanic origin) \_\_\_\_\_ Black (not of Hispanic Origin) \_\_\_\_\_ Hispanic \_\_\_\_\_  
Asian or Pacific Islander \_\_\_\_\_ American Indian or Alaskan Native \_\_\_\_\_ Other \_\_\_\_\_

*Courses with an asterisk will be held May/June, dates to be determined. I would like to register for the following course(s):*

*Strategic Communication*                      **Feb. 20** \_\_\_\_\_ **Apr. 3** \_\_\_\_\_ **May 8** \_\_\_\_\_

*Excel for Managers*                              **Feb. 13** \_\_\_\_\_ **Mar. 21** \_\_\_\_\_ **May 8** \_\_\_\_\_

*Project Management 201*                      **Feb. 27** \_\_\_\_\_ **Mar. 27** \_\_\_\_\_ **May 8** \_\_\_\_\_

- City Systems\**
- Diversity and Inclusion Consortium\**
- Essentials of Budgeting\**
- Finance for the Non-Financial Manager\**
- Introduction to "Big Data" and Business Analytics\**

**Please note: Executive Education Suite offerings will be filled through rolling admission. Classes are scheduled based upon citywide need. Applicants will receive notification of participation as classes are confirmed.**

*(over)*



# ORGANIZATION & EXECUTIVE DEVELOPMENT

EXECUTIVE EDUCATION SUITE

Application

## **Background & Participation Goal**

Please use the space below to respond to the following questions.

Briefly describe your role within the Agency. \_\_\_\_\_

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What development goals do you want this class to assist you with? \_\_\_\_\_

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Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Managerial Endorsement:** *To be completed by the candidate's immediate manager*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency/Bureau: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

***\*Please note: Your agency will be assessed a fee of \$200 per class/per candidate upon confirmation of participation***

Please email or fax your application to:

Citywide Executive Development Programs

Attn: Executive Education

Fax: (646) 500-6443

Email: [executivedevelopment@dcas.nyc.gov](mailto:executivedevelopment@dcas.nyc.gov)