

Department of Personnel

Recommendation Breakdown for Class Attendance

The City of Chicago – Department of Personnel	City Colleges of Chicago Employee Category				
Course	Administrative 100	Non-Instructional Staff Clerical 410, 420, 430	Professional 440	Security Staff Full Time 710	Operational Services Staff 810, 820, 830
Advanced Writing	Recommended	Recommended	Recommended	Recommended	Recommended
Appreciating Diversity	Recommended	Recommended	Recommended		
Basic relaxation techniques	Recommended	Recommended	Recommended	Recommended	Recommended
Career development	Recommended	Recommended	Recommended	Recommended	Recommended
Communicating Clearly	Recommended	Recommended	Recommended	Recommended	Recommended
Conflict Management	Recommended		Recommended		Recommended
Conversational Spanish	Recommended	Recommended	Recommended	Recommended	Recommended
Creating Successful Meetings	Recommended	Recommended	Recommended		Recommended
Customer Service	Recommended	Recommended	Recommended	Recommended	Recommended
Dealing With Difficult People	Recommended	Recommended	Recommended	Recommended	Recommended
Disability Awareness & Etiquette	Recommended	Recommended	Recommended	Recommended	Recommended
Effective Leadership	Recommended		Recommended		Recommended
Effective Listening	Recommended	Recommended	Recommended	Recommended	Recommended
Financial Planning For The Future	Recommended	Recommended	Recommended	Recommended	Recommended
Fundamentals Of Writing	Recommended	Recommended	Recommended	Recommended	Recommended
Introduction To Total Quality Management	Recommended		Recommended		
Managing a Diverse Workforce	Recommended		Recommended		
Presentation Skills	Recommended	Recommended	Recommended		
Advanced Presentation	Recommended		Recommended		
Pre-Supervision	Recommended	Recommended	Recommended	Recommended	Recommended
Proofreading & Editing	Recommended	Recommended	Recommended		
Quality Skills For Support Staff	Recommended	Recommended	Recommended	Recommended	Recommended
Resume Writing & Interviewing Skills	Recommended	Recommended	Recommended	Recommended	Recommended
Sexual Harassment In The Workplace	Recommended	Recommended	Recommended	Recommended	Recommended
Smoking Cessation: Fresh Start	Recommended	Recommended	Recommended	Recommended	Recommended
Stress Management	Recommended	Recommended	Recommended	Recommended	Recommended
Supervising For Excellence	Recommended		Recommended		
Team Building For Team Leaders	Recommended		Recommended		
Telephone Excellence	Recommended	Recommended	Recommended	Recommended	Recommended
Time Management	Recommended	Recommended	Recommended	Recommended	Recommended
Writing Business Correspondence	Recommended	Recommended	Recommended	Recommended	Recommended
Writing Effective Memos	Recommended	Recommended	Recommended	Recommended	Recommended
Writing Reports & Proposals	Recommended	Recommended	Recommended	Recommended	Recommended
Computer Software Training Courses	Recommended	Recommended	Recommended	Recommended	Recommended