



Career Skills

Register for courses at [CULearn](#).

Administrative Academy



The Administrative Academy is designed to develop technical and professional job skills for Cornell employees. These skills are integral to Cornell University's [Skills for Success](#) and the [Performance Dialogue](#) process. Take courses individually, or earn an Administrative Academy certificate by completing all 14 Core Sessions and 4 Electives. Talk with your supervisor about registration details and course fees, or contact [Deb Billups](#) in Organizational Development & Talent Management at (607) 254-1176.

Management Academy



The Management Academy is designed to help managers, supervisors, project, program, and team leads in: managing effective business operations, developing operational procedures, estimating human resource needs, managing conflict, initiating new activities in support of goals, promoting change, and serving as a liaison with other departments. Take courses individually, or earn a Management Academy certificate by completing all 14 Core Sessions and 4 Electives. Talk with your supervisor about registration details and course fees, or contact [Deb Billups](#) at Organizational Development & Talent Management, (607) 254-1176.

Leadership Academy



Courses and workshops designed to develop leadership and supervisory skills, including the Turning Point Program, Harold D. Craft Leadership Program, Building Teams and Leading Change, and others. Some prerequisites may apply.

Professional Development Programs

Workshops and certificate programs to support professional skills such as giving and receiving feedback, identifying strengths, and Franklin Covey courses, including “*The 7 Habits of Highly Effective People*.”

Supervisor Orientation and Development Programs

Cornell-specific training for new and established supervisors, with a focus on HR policies and procedures, compliance requirements, and management skills.

Unit/Division Specific Programs

Workshops designed to aid staff in meeting their unit/division specific goals. Contact Organizational Development & Talent Management at Org_Dev@cornell.edu to schedule a session or retreat.
