

Statewide Learning & Development Series

July through December 2017



**Governor's Office
of Employee Relations**

and the NYS Learning Alliance

It is the policy of the State of New York to provide for and promote equal opportunity in employment and equal access to all programs and services without discrimination on the basis of age, race, color, national origin, sex, sexual orientation, gender identity, creed, military status, disability, marital status, domestic violence victim status, predisposing genetic characteristics, arrest record, previous conviction record, and any other status or condition protected by law.

Reasonable accommodations are available, upon request, in all aspects of state training, consistent with the Americans with Disabilities Act and the New York State Human Rights Law, to ensure that every individual is able to gain maximum benefit from the training experience.

The curricula in this series were developed with New York State funding and are intended exclusively for training New York State employees.

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The NYS Learning Alliance is a collaborative partnership between the Governor’s Office of Employee Relations (GOER) and agency training offices. The Alliance is responsible for the communication and delivery of the Statewide Learning & Development Series.

Self-enrollment for these courses begins *June 29, 2017* through the Statewide Learning Management System (SLMS) nyslearn.ny.gov. For questions regarding registration, call the SLMS Help Desk at (518) 473-8087 or send an email to SLMSHelpdesk@its.ny.gov.

**Statewide Learning & Development Series
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Basic Group Facilitation Skills

During this two-day course, participants will explore the basic skills and concepts needed for group facilitation. This interactive course includes group discussion and practice.

Topics

- Essential group facilitation concepts
- Preparing for basic group facilitation
- Facilitating the meeting
- Process tools and techniques
- Addressing challenges in group facilitation
- Additional tools for facilitators



Audience

All New York State employees

August 16–17	9:00 a.m.–5:00 p.m.	Office of General Services 163 West 125 th Street, Art Gallery New York, NY 10027
SLMS Class Code: GOER_BGFS_08-16-17-2017		
September 27–28	8:30 a.m.–4:30 p.m.	Department of Labor 1220 Washington Avenue State Office Campus, Building 12 Rooms D and E Albany, NY 12240
SLMS Class Code: GOER_BGFS_09-27-28-2017		
October 17–18	8:30 a.m.–4:30 p.m.	Department of Labor 1220 Washington Avenue State Office Campus, Building 12 Rooms D and E Albany, NY 12240
SLMS Class Code: GOER_BGFS_10-17-18-2017		
November 8–9	8:30 a.m.–4:30 p.m.	Department of Labor 1220 Washington Avenue State Office Campus, Building 12 Rooms D and E Albany, NY 12240
SLMS Class Code: GOER_BGFS_11-08-09-2017		

**Statewide Learning & Development Series
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Essentials of Supervision: Gauging Your Supervisory Skills

During this one-day course, participants will assess their abilities in five critical supervisory skills, review how each skill applies to specific work scenarios, and take part in practice activities to reinforce the learning.

Topics

- Guiding work
- Organizing work
- Developing your staff
- Managing performance
- Managing relations



Audience

All New York State supervisors or employees preparing to become supervisors

July 18	8:30 a.m. –4:30 p.m.	New York State Fairgrounds 581 State Fair Boulevard Demo Kitchen, Art and Home Center Syracuse, NY 13209
SLMS Class Code: GOER_GYSS_07-18-2017		
August 10	8:30 a.m.–4:30 p.m.	Workers' Compensation Board 328 State Street, Room 162 Schenectady, NY 12305
SLMS Class Code: GOER_GYSS_08-10-2017		
August 16	8:30 a.m.–4:30 p.m.	Office of Mental Health St. Lawrence Psychiatric Center 1 Chimney Point Drive, Trinity Hall Education and Training Department Classroom 1 Ogdensburg, NY 13669
SLMS Class Code: GOER_GYSS_08-16-2017		
August 29	8:30 a.m.–4:30 p.m.	Office of Mental Health Elmira Psychiatric Center 100 Washington Street Admin. Training Room, Library Elmira, NY 14901
SLMS Class Code: GOER_GYSS_08-29-2017		

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August 30	9:00 a.m.–5:00 p.m.	Office of Children and Family Services 80 Maiden Lane, 23 rd Floor, Room 2303 New York, NY 10038
SLMS Class Code: GOER_GYSS_08-30-2017		
September 13	8:30 a.m.–4:30 p.m.	Office for People with Developmental Disabilities 249 Glenwood Road First Floor Training Annex Binghamton, NY 13905
SLMS Class Code: GOER_GYSS_09-13-2017		
September 28	8:30 a.m.–4:30 p.m.	Office of Alcoholism and Substance Abuse Services 1450 Western Avenue 4 th Floor Conference Room Albany, NY 12203
SLMS Class Code: GOER_GYSS_09-28-2017		
October 19	8:30 a.m.–4:30 p.m.	Office of Children and Family Services Western New York Training Center 150 Ryder Hill Road, Training Room A Rush, NY 14543
SLMS Class Code: GOER_GYSS_10-19-2017		
October 31	8:30 a.m.–4:30 p.m.	Department of Labor 1220 Washington Avenue State Office Campus, Building 12 Rooms D and E Albany, NY 12240
SLMS Class Code: GOER_GYSS_10-31-2017		
November 28	8:30 a.m.–4:30 p.m.	Department of Labor 1220 Washington Avenue State Office Campus, Building 12 Rooms A and B Albany, NY 12240
SLMS Class Code: GOER_GYSS_11-28-2017		

**Statewide Learning & Development Series
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Essentials of Supervision: The New Supervisor – Making the Transition

During this half-day course, participants will explore the difficulties in changing roles from employee to supervisor, discuss strategies for establishing credibility as a new supervisor, and review scenarios and practice strategies for establishing successful relationships with their employees.



Topics

- Defining your new role
- Establishing credibility
- Establishing new and effective relationships

Audience

All New York State supervisors or employees preparing to become supervisors

July 19	8:30 a.m.–12:30 p.m.	New York State Fairgrounds 581 State Fair Boulevard Demo Kitchen, Art and Home Center Syracuse, NY 13209
SLMS Class Code: GOER_NSMT_07-19-2017		
July 27	8:30 a.m.–12:30 p.m.	Department of Labor 1220 Washington Avenue State Office Campus, Building 12 Training Rooms D and E Albany, NY 12240
SLMS Class Code: GOER_NSMT_07-27-2017		
August 17	8:30 a.m.–12:30 p.m.	Office of Mental Health St. Lawrence Psychiatric Center 1 Chimney Point Drive, Trinity Hall Education and Training Department Classroom 1 Ogdensburg, NY 13669
SLMS Class Code: GOER_NSMT_08-17-2017		
August 24	8:30 a.m.–12:30 p.m.	Department of Labor 1220 Washington Avenue State Office Campus, Building 12 Rooms D and E Albany, NY 12240
SLMS Class Code: GOER_NSMT_08-24-2017		

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August 30	8:30 a.m.–12:30 p.m.	Office of Mental Health Elmira Psychiatric Center 100 Washington Street Admin. Training Room, Library Elmira, NY 14901
SLMS Class Code: GOER_NSMT_08-30-2017		
September 7	8:30 a.m.–12:30 p.m.	Department of Transportation 5450 South Bay Road Training Room North Syracuse, NY 13212
SLMS Class Code: GOER_NSMT_09-07-2017		
September 27	8:30 a.m.–12:30 p.m.	Workers' Compensation Board 328 State Street, Room 162 Schenectady, NY 12305
SLMS Class Code: GOER_NSMT_09-27-2017		
October 11	8:30 a.m.– 12:30 p.m.	Department of Labor 1220 Washington Avenue State Office Campus, Building 12 Rooms D and E Albany, NY 12240
SLMS Class Code: GOER_NSMT_10-11-2017		
October 17	9:00 a.m.–1:00 p.m.	Office of the Attorney General 120 Broadway, Room 12D12 New York, NY 10271
SLMS Class Code: GOER_NSMT_10-17-2017		
November 15	9:00 a.m.–1:00 p.m.	Office of Children and Family Services 80 Maiden Lane, 23 rd Floor, Room 2303 New York, NY 10038
SLMS Class Code: GOER_NSMT_11-15-2017		
November 16	8:30 a.m.–12:30 p.m.	Department of Labor 1220 Washington Avenue State Office Campus, Building 12 Rooms D and E Albany, NY 12240
SLMS Class Code: GOER_NSMT_11-16-2017		
December 6	8:30 a.m.–12:30 p.m.	Department of Labor 1220 Washington Avenue State Office Campus, Building 12 Rooms D and E Albany, NY 12240
SLMS Class Code: GOER_NSMT_12-06-2017		

**Statewide Learning & Development Series
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Foundations of Dynamic Teams

During this one-day course, participants will complete a self-assessment and engage in practical application exercises in the areas of team, leader and member styles; team types; and, decision-making styles.

Topics

- How teams develop
- Characteristics of effective teams, leaders, and members
- Types of team members
- Managing team differences
- Team decision-making



Audience

All New York State employees

November 9	8:30 a.m.–4:30 p.m.	New York State Homes and Community Renewal 38-40 State Street Hampton Plaza, Ballroom Albany, NY 12207
SLMS Class Code: GOER_FDT_11-09-2017		

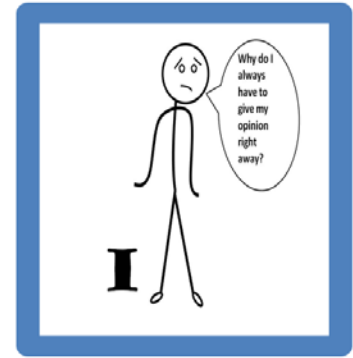
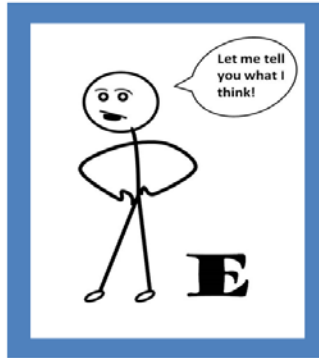
**Statewide Learning & Development Series
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Myers-Briggs Type Indicator® (MBTI®) Basic

The Myers-Briggs Type Indicator® (MBTI®) assessment tool is used as a foundation for understanding individual differences and applying that understanding to the ways people think, communicate, and interact. During this half-day course, participants will be provided with an overview of their personal styles based on an online assessment completed prior to attending this session.

Topics

- Introduction to Myers-Briggs theory
- Understanding the 16 Types and their functions
- Validating individual Myers-Briggs Type



Audience

All New York State employees

August 18	9:00 a.m.–1:00 p.m.	Office of Children and Family Services 80 Maiden Lane, 23 rd Floor, Room 2303 New York, NY 10038
SLMS Class Code: GOER_MBTI_08-18-2017		
October 26	8:30 a.m.–12:30 p.m.	Office for People with Developmental Disabilities 500 Balltown Road Building 3, Room 2 Schenectady, NY 12304
SLMS Class Code: GOER_MBTI_10-26-2017		
November 2	8:30 a.m.–12:30 p.m.	Office of Mental Health Education and Training Department 545 Cedar Street, Room 116 (Library) Syracuse, NY 13210
SLMS Class Code: GOER_MBTI_11-02-2017		

**Statewide Learning & Development Series
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Performance Evaluation: A Dynamic Tool for Supervisors

During this one-day course, supervisors will explore the tools necessary for successfully evaluating the performance of their employees. Participants also discuss the value of managing performance beyond the evaluation through ongoing observation and feedback.



Topics

- The performance evaluation process
- Writing clear employee job tasks and meaningful standards
- Observing and assessing employee performance in objective behavioral terms
- Providing effective feedback using two-way communication
- Focusing on employee development
- Helping employees build on their strengths and improve job performance
- Conducting effective appraisal meetings

Audience

All New York State supervisors

August 10	8:30 a.m.–4:30 p.m.	Department of Transportation 5450 South Bay Road Training Room North Syracuse, NY 13212
SLMS Class Code: GOER_PE_08-10-2017		
September 12	8:30 a.m.–4:30 p.m.	Office for People with Developmental Disabilities 1200 East and West Road, Building 16 Conference Center, Room 1-147 West Seneca, NY 14224
SLMS Class Code: GOER_PE_09-12-2017		
October 18	9:00 a.m.–5:00 p.m.	Office of the Attorney General 120 Broadway, Room 12D12 New York, NY 10271
SLMS Class Code: GOER_PE_10-18-2017		

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December 5	8:30 a.m.–4:30 p.m.	Department of Labor 1220 Washington Avenue State Office Campus, Building 12 Rooms D and E Albany, NY 12240
SLMS Class Code: GOER_PE_12-05-2017		
December 13	8:30 a.m.–4:30 p.m.	Department of Environmental Conservation 232 Golf Course Road Conference Room A and B Warrensburg, NY 12885
SLMS Class Code: GOER_PE_12-13-2017		

**Statewide Learning & Development Series
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Respectful Communications in the Workplace

During this one-day course, participants will be provided with tools and techniques for improving communication in the workplace. Case studies, small group discussions, and listening skill activities are included.

Topics

- Interpersonal communication
- Personal responsibility
- Keys to effective communication
- Disrespect in the workplace
- Self-respect/assertive behaviors
- Responding with respect to workplace clashes



Audience

All New York State employees

July 26	9:00 a.m.–5:00 p.m.	Office of Children and Family Services 80 Maiden Lane, 23 rd Floor, Room 2303 New York, NY 10038
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SLMS Class Code: GOER_RCW_07-26-2017

August 3	8:30 a.m.–4:30 p.m.	Department of Labor 1220 Washington Avenue State Office Campus, Building 12 Rooms D and E Albany, NY 12240
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SLMS Class Code: GOER_RCW_08-03-2017

September 13	8:30 a.m.–4:30 p.m.	Office for People with Developmental Disabilities 1200 East and West Road, Building 16 Training Annex, Room B-70 West Seneca, NY 14224
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SLMS Class Code: GOER_RCW_09-13-2017_BUF

September 13	8:30 a.m.–4:30 p.m.	Department of Labor 1220 Washington Avenue State Office Campus, Building 12 Rooms D and E Albany, NY 12240
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SLMS Class Code: GOER_RCW_09-13-2017_ALB

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September 27	8:30 a.m.–4:30 p.m.	Office of Mental Health St. Lawrence Psychiatric Center 1 Chimney Point Drive, Trinity Hall Education and Training Department Classroom 1 Ogdensburg, NY 13669
SLMS Class Code: GOER_RCW_09-27-2017		
October 19	9:00 a.m.–5:00 p.m.	New York State Office of the Attorney General 120 Broadway, Room 12D12 New York, NY 10271
SLMS Class Code: GOER_RCW_10-19-2017		
November 8	8:30 a.m.–4:30 p.m.	New York State Homes and Community Renewal 38-40 State Street Hampton Plaza, Ballroom Albany, NY 12207
SLMS Class Code: GOER_RCW_11-08-2017_ALB		
November 8	8:30 a.m.–4:30 p.m.	Office of Mental Health Education and Training Department 545 Cedar Street, Room 116 (Library) Syracuse, NY 13210
SLMS Class Code: GOER_RCW_11-08-2017_SYR		
November 14	9:00 a.m.–5:00 p.m.	Office of Children and Family Services 80 Maiden Lane, 23 rd Floor, Room 2303 New York, NY 10038
SLMS Class Code: GOER_RCW_11-14-2017		
December 19	8:30 a.m.–4:30 p.m.	Department of Labor 1220 Washington Avenue State Office Campus, Building 12 Rooms D and E Albany, NY 12240
SLMS Class Code: GOER_RCW_12-19-2017		

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Courses by Region	
Capital District	
July 27	Essentials of Supervision: The New Supervisor – Making the Transition
August 3	Respectful Communications in the Workplace
August 10	Essentials of Supervision: Gauging Your Supervisory Skills
August 24	Essentials of Supervision: The New Supervisor – Making the Transition
September 13	Respectful Communications in the Workplace
September 27	Essentials of Supervision: The New Supervisor – Making the Transition
September 27-28	Basic Group Facilitation Skills
September 28	Essentials of Supervision: Gauging Your Supervisory Skills
October 11	Essentials of Supervision: The New Supervisor – Making the Transition
October 17-18	Basic Group Facilitation Skills
October 26	Myers-Briggs Type Indicator (MBTI) Basic
October 31	Essentials of Supervision: Gauging Your Supervisory Skills
November 8	Respectful Communications in the Workplace
November 8-9	Basic Group Facilitation Skills
November 9	Foundations of Dynamic Teams
November 16	Essentials of Supervision: The New Supervisor – Making the Transition
November 28	Essentials of Supervision: Gauging Your Supervisory Skills
December 5	Performance Evaluation: A Dynamic Tool for Supervisors
December 6	Essentials of Supervision: The New Supervisor – Making the Transition
December 19	Respectful Communications in the Workplace
Central New York	
July 18	Essentials of Supervision: Gauging Your Supervisory Skills
July 19	Essentials of Supervision: The New Supervisor – Making the Transition
August 10	Performance Evaluation: A Dynamic Tool for Supervisors

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September 7	Essentials of Supervision: The New Supervisor – Making the Transition
September 13	Essentials of Supervision: Gauging Your Supervisory Skills
November 2	Myers-Briggs Type Indicator (MBTI) Basic
November 8	Respectful Communications in the Workplace
New York City	
July 26	Respectful Communications in the Workplace
August 16-17	Basic Group Facilitation Skills
August 18	Myers-Briggs Type Indicator (MBTI) Basic
August 30	Essentials of Supervision: Gauging Your Supervisory Skills
October 17	Essentials of Supervision: The New Supervisor – Making the Transition
October 18	Performance Evaluation: A Dynamic Tool for Supervisors
October 19	Respectful Communications in the Workplace
November 14	Respectful Communications in the Workplace
November 15	Essentials of Supervision: The New Supervisor – Making the Transition
North Country	
August 16	Essentials of Supervision: Gauging Your Supervisory Skills
August 17	Essentials of Supervision: The New Supervisor – Making the Transition
September 27	Respectful Communications in the Workplace
December 13	Performance Evaluation: A Dynamic Tool for Supervisors
Western New York	
August 29	Essentials of Supervision: Gauging Your Supervisory Skills
August 30	Essentials of Supervision: The New Supervisor – Making the Transition
September 12	Performance Evaluation: A Dynamic Tool for Supervisors
September 13	Respectful Communications in the Workplace
October 19	Essentials of Supervision: Gauging Your Supervisory Skills