



Governor's Office of Employee Relations



NYS Learning Alliance Statewide Learning & Development Series

January through June 2017

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.

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Self-enrollment for these courses begins **December 15, 2016** through the Statewide Learning Management System (SLMS) <https://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		
<p>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.</p> <p>Topics</p> <ul style="list-style-type: none"> • 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 <p>Audience All New York State employees</p>		
February 1-2	8:30 a.m.-4:30 p.m.	University at Albany (SUNY) 1400 Washington Avenue Liberty Terrace South Large Conference Room, Room 116 Albany, NY 12222
SLMS Class Code: GOER_BGFS_02-01-02-2017		
March 14-15	8:30 a.m.-4:30 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_BGFS_03-14-15-2017		
March 28-29	8:30 a.m.-4:30 p.m.	Office of Children and Family Services 52 Washington Street West Building, Room 265 Rensselaer, NY 12144
SLMS Class Code: GOER_BGFS_03-28-29-2017		
May 3-4	8:30 a.m.-4:30 p.m.	Office of General Services Senator Hughes State Office Building 333 East Washington Street Main Hearing Room Syracuse, NY 13202
SLMS Class Code: GOER_BGFS_05-03-04-2017		

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June 14-15	8:30 a.m.-4:30 p.m.	Department of Taxation and Finance 299 Old Niskayuna Road, Room 2 Latham, NY 12110
SLMS Class Code: GOER_BGFS_06-14-15-2017		

STATEWIDE LEARNING & DEVELOPMENT SERIES
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Essentials of Supervision: Gauging Your Supervisory Skills		
<p>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.</p> <p>Topics</p> <ul style="list-style-type: none"> • Guiding work • Organizing work • Developing your staff • Managing performance • Managing relations <p>Audience All New York State supervisors or employees preparing to become supervisors</p>		
January 11	8:30 a.m.-4:30 p.m.	Workers Compensation Board 328 State Street, Room 162 Schenectady, NY 12305
SLMS Class Code: GOER_GYSS_01-11-2017		
February 9	8:30 a.m.-4:30 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_GYSS_02-09-2017		
February 9	8:30 a.m.-4:30p.m.	Office of Mental Health Pilgrim Psychiatric Center 998 Crooked Hill Road, Building 81 Brentwood, NY 11717
SLMS Class Code: GOER_GYSS_02-09-2017_LI		
April 4	9:00 a.m.-5:00 p.m.	Department of Motor Vehicles 2-26 Washington Street 8th Floor, Training Room New York, NY 10004
SLMS Class Code: GOER_GYSS_04-04-2017		
April 12	8:30 a.m.-4:30 p.m.	Office of General Services Senator Hughes State Office Building 333 East Washington Street Main Hearing Room Syracuse, NY 13202
SLMS Class Code: GOER_GYSS_04-12-2017		

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May 3	8:30 a.m.-4:30 p.m.	Office of General Services Dulles State Office Building 317 Washington Street Conference Room 100 Watertown, NY 13601
SLMS Class Code: GOER_GYSS_05-03-2017		
May 11	9:00 a.m.-5:00 p.m.	Office of the Attorney General 44 South Broadway 5th Floor Video Conference Room White Plains, NY 10601
SLMS Class Code: GOER_GYSS_05-11-2017		
May 23	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_05-23-2017		
June 28	8:30 a.m.-4:30 p.m.	Office of Children and Family Services 52 Washington Street West Building, Room 265 Rensselaer, NY 12144
SLMS Class Code: GOER_GYSS_06-28-2017		

STATEWIDE LEARNING & DEVELOPMENT SERIES
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Myers-Briggs Type Indicator® (MBTI®) Basic		
<p>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.</p> <p>Topics</p> <ul style="list-style-type: none"> • Introduction to Myers-Briggs theory • Understanding the 16 Types and their functions • Validating individual Myers-Briggs Type <p>Audience All New York State employees</p>		
February 28	8:30 a.m.-12:30 p.m.	Office of Children and Family Services 52 Washington Street West Building, Room 265 Rensselaer, NY 12144
SLMS Class Code: GOER_MBTI_02-28-2017		
April 26	8:30 a.m.-12:30 p.m.	Office of Mental Health WNY Children's Psychiatric Center 1010 East & West Road, Library West Seneca, NY 14224
SLMS Class Code: GOER_MBTI_04-26-2017		
June 21	8:30 a.m.-12:30 p.m.	Office of Children and Family Services 52 Washington Street West Building, Room 265 Rensselaer, NY 12144
SLMS Class Code: GOER_MBTI_06-21-2017		

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Navigating Transitions in the Workplace: A Guide for Employees

During this half-day course, participants will examine their experiences and attitudes about change. Models for thinking about change, building resilience, and developing strategies to cope with change will also be discussed.

Topics

- Change models and key concepts
- Emotional reactions during times of change
- Building resilience

Audience

All New York State employees

February 15	8:30 a.m.-12:30 p.m.	Office of Children and Family Services 52 Washington Street West Building, Room 265 Rensselaer, NY 12144
SLMS Class Code: GOER_NTW_EE_02-15-2017		
March 21	9:00 a.m.-1:00 p.m.	Department of Motor Vehicles 2-26 Washington Street 8th Floor, Training Room New York, NY 10004
SLMS Class Code: GOER_NTW_EE_03-21-2017		

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

January 11	9:00 a.m.-5:00 p.m.	Office of Mental Health Kingsboro Psychiatric Center 681 Clarkson Avenue Brooklyn, NY 11203
SLMS Class Code: GOER_PE_01-11-2017		
January 18	8:30 a.m.-4:30 p.m.	Department of Corrections and Community Supervision Albany Training Academy 1134 New Scotland Road Main Building, Room 123 Albany, NY 12208
SLMS Class Code: GOER_PE_01-18-2017		
January 24	9:00 a.m.-5:00 p.m.	Office of the Attorney General 44 South Broadway, Floor LL2 Video Conference Room White Plains, NY 10601
SLMS Class Code: GOER_PE_01-24-2017		

STATEWIDE LEARNING & DEVELOPMENT SERIES
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Powerful Presentations		
<p>During this two-day course, participants will explore techniques to increase their effectiveness and comfort when delivering presentations or conducting training. Participants deliver a 20-minute presentation on the second day of this course.</p> <p>Topics:</p> <ul style="list-style-type: none"> • Overcoming fears • Learning styles • Instructional methods • Knowing your audience • Surprise talk • Platform skills • Media and training aids • Managing questions and group discussions • Dealing with challenging behaviors • Co-facilitation <p>Audience: All New York State employees</p>		
January 10-11	8:30 a.m.-4:30 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_PP_01-10-11-2017		
March 8-9	9:00 a.m.-5:00 p.m.	Office of General Services Perry B. Duryea Jr. State Office Building 250 Veteran's Memorial Highway Room 1A16 Basement Classrooms 2 and 3 Hauppauge, NY 11788
SLMS Class Code: GOER_PP_03-08-09-2017		
March 15 and 22	8:30 a.m.-4:30 p.m.	Department of Transportation Senator Hughes State Office Building 333 East Washington Street, 7th Floor Training Room Syracuse, NY 13202
SLMS Class Code: GOER_PP_03-15_22-2017		

STATEWIDE LEARNING & DEVELOPMENT SERIES
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Respectful Communications in the Workplace		
<p>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.</p> <p>Topics</p> <ul style="list-style-type: none"> • Interpersonal communication • Personal responsibility • Keys to effective communication • Disrespect in the workplace • Self-respect/assertive behaviors • Responding with respect to workplace clashes <p>Audience All New York State employees</p>		
January 3	9:00 a.m.-5:00 p.m.	Dormitory Authority One Penn Plaza, 52nd Floor Conference Rooms 1 and 2 New York, NY 10119
SLMS Class Code: GOER_RCW_01-03-2017		
January 31	8:30 a.m.-4:30 p.m.	Office of Children and Family Services 52 Washington Street West Building, Room 265 Rensselaer, NY 12144
SLMS Class Code: GOER_RCW_01-31-2017		
March 30	8:30 a.m.-4:30 p.m.	Office of General Services Senator Hughes State Office Building 333 East Washington Street Main Hearing Room Syracuse, NY 13202
SLMS Class Code: GOER_RCW_03-30-2017		
April 5	8:30 a.m.-4:30 p.m.	Office of General Services Senator Hughes State Office Building 333 East Washington Street Main Hearing Room Syracuse, NY 13202
SLMS Class Code: GOER_RCW_04-05-2017		

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April 19	8:30 a.m.-4:30 p.m.	Office of Children and Family Services 52 Washington Street West Building, Room 265 Rensselaer, NY 12144
SLMS Class Code: GOER_RCW_04-19-2017		
May 17	9:00 a.m.-5:00 p.m.	Dormitory Authority One Penn Plaza, 52nd Floor Conference Rooms 1 and 2 New York, NY 10119
SLMS Class Code: GOER_RCW_05-17-2017		

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Courses by Region	
Long Island	
February 9	Essentials of Supervision: Gauging Your Supervisory Skills
March 8-9	Powerful Presentations
New York City	
January 3	Respectful Communications in the Workplace
January 11	Performance Evaluation: A Dynamic Tool for Supervisors
March 21	Navigating Transitions in the Workplace
April 4	Essentials of Supervision: Gauging Your Supervisory Skills
May 17	Respectful Communications in the Workplace
Mid-Hudson	
January 24	Performance Evaluation: A Dynamic Tool for Supervisors
May 11	Essentials of Supervision: Gauging Your Supervisory Skills
Capital District	
January 10-11	Powerful Presentations
January 11	Essentials of Supervision: Gauging Your Supervisory Skills
January 18	Performance Evaluation: A Dynamic Tool for Supervisors
January 31	Respectful Communications in the Workplace
February 1-2	Basic Group Facilitation Skills
February 9	Essentials of Supervision: Gauging Your Supervisory Skills
February 15	Navigating Transitions in the Workplace
February 28	Myers-Briggs Type Indicator® (MBTI®)
March 14-15	Basic Group Facilitation Skills
March 28-29	Basic Group Facilitation Skills
April 19	Respectful Communications in the Workplace
June 14-15	Basic Group Facilitation Skills
June 21	Myers-Briggs Type Indicator® (MBTI®)
June 28	Essentials of Supervision: Gauging Your Supervisory Skills

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North Country	
May 3	Essentials of Supervision: Gauging Your Supervisory Skills
Central New York	
March 15 and 22	Powerful Presentations
March 30	Respectful Communications in the Workplace
April 5	Respectful Communications in the Workplace
April 12	Essentials of Supervision: Gauging Your Supervisory Skills
May 3-4	Basic Group Facilitation Skills
Western New York	
April 26	Myers-Briggs Type Indicator® (MBTI®)
May 23	Essentials of Supervision: Gauging Your Supervisory Skills