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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www.goer.ny.gov
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.
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

<table>
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<tr>
<th>Date</th>
<th>Time</th>
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| 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 |
| 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 |
| 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 |
| 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_02-01-02-2017

**SLMS Class Code:** GOER_BGFS_03-14-15-2017

**SLMS Class Code:** GOER_BGFS_03-28-29-2017

**SLMS Class Code:** GOER_BGFS_05-03-04-2017
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<th>Date</th>
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<tbody>
<tr>
<td>June 14-15</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>Department of Taxation and Finance 299 Old Niskayuna Road, Room 2 Latham, NY 12110</td>
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**SLMS Class Code:** GOER_BGFS_06-14-15-2017
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>SLMS Class Code</th>
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<tr>
<td>January 11</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>Workers Compensation Board 328 State Street, Room 162 Schenectady, NY 12305</td>
<td>GOER_GYSS_01-11-2017</td>
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<tr>
<td>February 9</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>Department of Labor 1220 Washington Avenue State Office Campus, Building 12 Training Rooms D and E Albany, NY 12240</td>
<td>GOER_GYSS_02-09-2017</td>
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<tr>
<td>February 9</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>Office of Mental Health Pilgrim Psychiatric Center 998 Crooked Hill Road, Building 81 Brentwood, NY 11717</td>
<td>GOER_GYSS_02-09-2017_LI</td>
</tr>
<tr>
<td>April 4</td>
<td>9:00 a.m.-5:00 p.m.</td>
<td>Department of Motor Vehicles 2-26 Washington Street 8th Floor, Training Room New York, NY 10004</td>
<td>GOER_GYSS_04-04-2017</td>
</tr>
<tr>
<td>April 12</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>Office of General Services Senator Hughes State Office Building 333 East Washington Street Main Hearing Room Syracuse, NY 13202</td>
<td>GOER_GYSS_04-12-2017</td>
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<td>Date</td>
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<tr>
<td>May 3</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>Office of General Services Dunes State Office Building 317 Washington Street Conference Room 100 Watertown, NY 13601 SLMS Class Code: GOER_GYSS_05-03-2017</td>
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<td>May 11</td>
<td>9:00 a.m.-5:00 p.m.</td>
<td>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</td>
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<tr>
<td>May 23</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>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</td>
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<tr>
<td>June 28</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>Office of Children and Family Services 52 Washington Street West Building, Room 265 Rensselaer, NY 12144 SLMS Class Code: GOER_GYSS_06-28-2017</td>
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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

<table>
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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</table>
| February 28| 8:30 a.m.-12:30 p.m. | Office of Children and Family Services  
25 Washington Street  
West Building, Room 265  
Rensselaer, NY 12144 |
| April 26   | 8:30 a.m.-12:30 p.m. | WNY Children’s Psychiatric Center  
1010 East & West Road, Library  
West Seneca, NY 14224 |
| June 21    | 8:30 a.m.-12:30 p.m. | Office of Children and Family Services  
25 Washington Street  
West Building, Room 265  
Rensselaer, NY 12144 |

**SLMS Class Code:** GOER_MBTI_02-28-2017

**SLMS Class Code:** GOER_MBTI_04-26-2017

**SLMS Class Code:** GOER_MBTI_06-21-2017
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

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

**SLMS Class Code:** GOER_NTW_EE_03-21-2017
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

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

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.

### Topics:
- 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

### Audience:
All New York State employees

<table>
<thead>
<tr>
<th>Date</th>
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<th>Location</th>
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</table>
| Jan 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 | 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 | 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 | GOER_PP_03-15_22-2017 |
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>SLMS Class Code</th>
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| 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 | 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 | 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 | 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 | GOER_RCW_04-05-2017 |
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<tr>
<th>Date</th>
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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 |
| 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_04-19-2017

**SLMS Class Code:** GOER_RCW_05-17-2017
## 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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<th>Region</th>
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<tr>
<td>North Country</td>
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<td>Essentials of Supervision: Gauging Your Supervisory Skills</td>
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<tr>
<td>Central New York</td>
<td>March 15 and 22</td>
<td>Powerful Presentations</td>
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<td>Western New York</td>
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