



**Governor's Office  
of Employee Relations**

**NYS Learning Alliance  
Learning & Development Series**

September-December 2016

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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.

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The NYS Learning Alliance was formed to build and sustain a collaborative partnership between the Governor’s Office of Employee Relations (GOER) and the agency training offices in the communication and delivery of a Statewide Learning & Development Series.

Self-enrollment for these courses begins **August 26, 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](mailto:SLMSHelpdesk@its.ny.gov)



**STATEWIDE LEARNING & DEVELOPMENT SERIES**  
**September-December 2016**

**Basic Group Facilitation Skills**

During this two-day course, participants explore the basic skills and concepts needed for group facilitation. This interactive course includes group discussion and practice. Select process tools and techniques will be introduced, as well as common group facilitation challenges.

**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

September 13-14

Buffalo  
8:30 a.m.-4:30 p.m.

Office of Mental Health  
Buffalo Psychiatric Center  
400 Forest Avenue  
Rooms 2043 and 2036  
Buffalo, NY 14213

**SLMS Class Code:** GOER\_BGFS\_9-13-14-16

**STATEWIDE LEARNING & DEVELOPMENT SERIES**  
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<b>Essentials of Supervision: Gauging Your Supervisory Skills</b>		
<p>During this one-day course, participants 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><b>Topics</b></p> <ul style="list-style-type: none"> <li>• Guiding work</li> <li>• Organizing work</li> <li>• Developing your staff</li> <li>• Managing performance</li> <li>• Managing relations</li> </ul> <p><b>Audience</b>            All New York State supervisors or employees preparing to become supervisors</p>		
September 22	Syracuse 8:30 a.m.-4:30 p.m.	OMH-Hutchings Psychiatric Center 545 Cedar Street Syracuse, NY 13210
<b>SLMS Class Code:</b> GOER_GYSS_9-22-16		
September 27	Buffalo 8:30 a.m.-4:30 p.m.	Office for People with Developmental Disabilities 1200 East & West Road Room 153 West Seneca, NY 14224
<b>SLMS Class Code:</b> GOER_GYSS_9-27-16		
September 29	Albany 8:30 a.m.-4:30 p.m.	Department of Labor 1220 Washington Avenue Building 12 State Campus Rooms D & E Albany, NY 12240
<b>SLMS Class Code:</b> GOER_GYSS_9-29-16		
October 13	Albany 8:30 a.m.-4:30 p.m.	Department of Corrections and Community Supervision Albany Training Academy 1134 New Scotland Avenue Room 125 Albany, NY 12208
<b>SLMS Class Code:</b> GOER_GYSS_10-13-16		
October 19	White Plains 8:30 a.m.-4:30 p.m.	Office of the Attorney General 44 South Broadway 5th Floor Video Conference Room White Plains, NY 10601
<b>SLMS Class Code:</b> GOER_GYSS_10-19-16		

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November 15	Albany 8:30 a.m.-4:30 p.m.	Department of Labor 1220 Washington Avenue Building 12 State Campus Rooms D & E Albany, NY 12240
<b>SLMS Class Code:</b> GOER_GYSS_11-15-16		
November 29	New York City 9:00 a.m.-5:00 p.m.	Department of Motor Vehicles Metro Training Center 2-26 Washington Street 8th Floor Training Room New York, NY 10004
<b>SLMS Class Code:</b> GOER_GYSS_11-29-16		

**STATEWIDE LEARNING & DEVELOPMENT SERIES**  
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**Performance Evaluation: A Dynamic Tool for Supervisors**

During this one-day course, supervisors 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

September 28	Watertown 8:30 a.m.-4:30 p.m.	Office of Mental Health St. Lawrence Psychiatric Center 1 Chimney Point Drive Unity Center Building Room 105 Ogdensburg, NY 13669
<b>SLMS Class Code: GOER_PE-9-28-16</b>		
November 30	New York City 9:00 a.m.-5:00 p.m.	Department of Motor Vehicles Metro Training Center 2-26 Washington Street 8th Floor Training Room New York, NY 10004
<b>SLMS Class Code: GOER_PE-11-30-16</b>		

**STATEWIDE LEARNING & DEVELOPMENT SERIES**  
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<b>Respectful Communications in the Workplace</b>		
<p>During this one-day course, participants are provided with tools and techniques for improving communication in the workplace. Case studies, small group discussions, and listening skill building activities are included.</p> <p><b>Topics</b></p> <ul style="list-style-type: none"> <li>• Interpersonal communication</li> <li>• Personal responsibility</li> <li>• Keys to effective communication</li> <li>• Disrespect in the workplace</li> <li>• Self-respect/assertive behaviors</li> <li>• Responding with respect to workplace clashes</li> </ul> <p><b>Audience</b> All New York State employees</p>		
October 6	New York City 9:00 a.m.-5:00 p.m.	Department of Motor Vehicles Metro Training Center 2-26 Washington Street 8th Floor Training Room New York, NY 10004
<b>SLMS Class Code:</b> GOER_RCW_10-6-16		
October 26	Albany 8:30 a.m.-4:30 p.m.	Department of Labor 1220 Washington Avenue Building 12 State Campus Rooms D & E Albany, NY 12240
<b>SLMS Class Code:</b> GOER_RCW_10-26-16		
November 9	Long Island 9:00 a.m.-5:00 p.m.	Department of Motor Vehicles 927 Carmans Road Carmans Plaza Shopping Center Training Center Massapequa, NY 11758
<b>SLMS Class Code:</b> GOER_RCW_11-9-16		
November 17	Albany 8:30 a.m.-4:30 p.m.	Department of Labor 1220 Washington Avenue Building 12 State Campus Rooms D & E Albany, NY 12240
<b>SLMS Class Code:</b> GOER_RCW_11-17-16		