

Upcoming Workshops

June 11, 2024

PSWP Workshops are for PEF-Represented and Management/Confidential Employees. To register and see the full descriptions, visit the Statewide Learning Management System (SLMS) at <https://nyslearn.ny.gov>.

For additional information regarding currently available offerings, please check PSWP Course Offerings at pswp.info.

Virtual

Investigation Documentation: Reports That Hold Up - Virtual

In this two-session (3 hours per session) virtual workshop for inspectors and investigators, participants will learn the importance of creating reliable and credible documentation that can be used when testifying in court. Participants will also learn the elements of effective investigation documentation, best organizational flow, and items that should be included in an investigation report.

Dates/Time: Tuesday, 7/9/24, and Wednesday, 7/10/24; 9am – 12pm

Location: Virtual - Zoom

Provider: Monroe Community College

Registration Deadline: Tuesday, 7/2/24

[Sign up for Investigation Documentation: Reports That Hold Up - Virtual in the SLMS \(sign in required\)](#). You can also search “Learning” in the SLMS for “PSWP_6273” to locate.

Defensive Documentation for Counseling Professionals (with CE hours) – Virtual

This workshop for counseling professionals teaches the legal and ethical aspects of case documentation and record-keeping with a focus on litigation preparation and understanding as it relates to fact-finding and best practice strategies. Topics include common errors in charting, what to include and omit in documentation, review of selected court cases, and the pros and cons of various methods of charting. (6 approved Licensed Master Social Worker, Licensed Clinical Social Worker, Licensed Mental Health Counselor continuing education contact hours)

Dates/Time: Wednesday, 7/10/24, and Thursday, 7/11/24; 9am – 12pm

Location: Virtual - Zoom

Provider: Northern Rivers/SATRI

Registration Deadline: Wednesday, 7/3/24

[Sign up for Defensive Documentation for Counseling Professionals \(with CE hours\) – Virtual in the SLMS \(sign in required\)](#). You can also search “Learning” in the SLMS for “PSWP_6257” to locate.

Legalized Cannabis in New York: Information for Healthcare Professionals – Virtual

This workshop introduces the impact of legalized cannabis on healthcare practice in New York. Topics to be addressed include an overview of cannabis regulation in New York State under the Marihuana Regulation and Taxation Act (MRTA),

including the intersection between state and federal law; an overview of the evidence base for the risks, benefits, side effects, and drug interactions in marijuana use; and ethical and legal considerations.

Dates/Time: Wednesday, 7/24/24, and Thursday, 7/25/24; 9:30am – 12:30pm

Location: Virtual - Zoom

Provider: Org-ology

Registration Deadline: Wednesday, 7/17/24

[Sign up for Legalized Cannabis in New York: Information for Healthcare Professionals - Virtual in the SLMS \(sign in required\)](#). You can also search “Learning” in the SLMS for “PSWP_6272” to locate.

New York City

Professional Writing: Mechanics

This full day (6 hours in length) workshop provides participants with a review of the mechanics of writing including word choice and sentence structure. The workshop includes a review of the parts of speech, phrases and clauses, and the use of modifiers. Participants will also review the rules of punctuation. Participants must complete the NYS GOER Writing Mechanics (Online) course component prior to attending the virtual portion of this workshop.

Date/Time: Wednesday, 7/31/24; 9:30am – 4:30pm

Location: New York, NY

Provider: Capital Region Language Center

Registration Deadline: Wednesday, 7/24/24

[Sign up for Professional Writing: Mechanics in the SLMS \(sign in required\)](#). You can also search “Learning” in the SLMS for “PSWP_6285” to locate.

Professional Writing: Composition

This full day (6 hours in length) workshop provides an overview of essential writing skills that include developing and organizing ideas, choosing a focus for writing, and using appropriate language for the audience. Participants will focus on writing skills within the context of the larger writing process, approaching a writing task from pre-writing through revisions. Writing tone, style, and technique will also be addressed.

Date/Time: Thursday, 8/1/24; 9:30am – 4:30pm

Location: New York, NY

Provider: Capital Region Language Center

Registration Deadline: Thursday, 7/25/24

[Sign up for Professional Writing: Composition in the SLMS \(sign in required\)](#). You can also search “Learning” in the SLMS for “PSWP_6287” to locate.

Western Region

Audit Report Writing

This workshop provides auditors with the skills to produce clear and objective audit reports. Participants will learn how to organize information (facts, conclusions, inferences, and judgements) from audits into reports that are understandable and objective to the reader. This workshop will assist auditors in developing properly written and supported audit findings and will provide a template of an audit report.

Date/Time: Thursday, 8/1/24; 9am – 4pm

Location: Cheektowaga, NY

Provider: Org-Ology

Registration Deadline: Thursday, 7/25/24

[Sign up for Audit Report Writing in the SLMS \(sign in required\)](#). You can also search “Learning” in the SLMS for “PSWP_6292” to locate.

Preparing Written Communication for Executives

This full day (6 hours in length) workshop will provide participants with techniques for improving written communications to executive management, including strategies for preparing high level communications in a clear, concise, grammatically correct (including sentence structure) format. The use of persuasive writing skills such as diplomacy, tact, and appropriate level of detail when communicating with executives and leadership will also be covered. This workshop is designed for employees who regularly communicate with executive leadership in written form. This workshop will be interactive, where participants will have the opportunity to practice writing techniques taught and receive feedback from the instructor or another subject matter expert. This workshop will include a focus on the importance of proofreading communications to avoid typos and basic grammatical errors.

Date/Time: Thursday, 8/8/24; 9:30am – 4:30pm

Location: Cheektowaga, NY

Provider: Capital Region Language Center

Registration Deadline: Thursday, 8/1/24

[Sign up for Preparing Written Communication for Executives in the SLMS \(sign in required\)](#). You can also search “Learning” in the SLMS for “PSWP_6291” to locate.

To see the policy on equal opportunity and reasonable accommodation, visit the PSWP website at www.pswp.info/eora.cfm.

If you are enrolled and unable to attend, please contact PSWP customer service at PSWPRegistration@albany.edu immediately or no later than three (3) days prior to the delivery date to allow a person on the waitlist a chance to attend.

The Public Service Workshops Program is funded through a negotiated agreement between the State of New York and the Public Employees Federation, AFL-CIO, and through additional management/confidential funds. The program is administered by the Professional Development Program, Rockefeller College, University at Albany, through The Research Foundation of the State of New York, under contract with the Office of Employee Relations.