

Upcoming Workshops

June 25, 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

Professional Writing: Mechanics for Non-Native English Speakers- Virtual

This two-session (each 3 hours in length) virtual workshop provides non-native English-speaking participants with a review of the mechanics of writing. Strategies for improving written communication in a clear, concise, and grammatically correct format. Workshop topics include parts of speech, sentence structure, phrases and clauses, the use of modifiers, rules of punctuation, and proofreading effectively.

Dates/Time: Tuesday, 8/13/24, and Wednesday, 8/14/24; 9am – 12pm daily

Location: Virtual - Zoom

Provider: Capital Region Language Center

Registration Deadline: Tuesday, 8/6/24

[Sign up for Professional Writing: Mechanics for Non-Native English Speakers- Virtual in the SLMS \(sign in required\)](#). You can also search "Learning" in the SLMS for "PSWP_6300 to locate.

Western

Adapting to Change

This in-person workshop participants learn skills that are needed to adjust to constantly shifting workplace demands. Topics include viewing change as an opportunity; understanding the physical impact of change; developing "change hardiness"; achieving flexibility in the face of new demands; and predicting the paths of change.

Date/Time: Wednesday, 8/14/24; 9am – 4pm

Location: Cheektowaga, NY

Provider: Northern Rivers/SATRI

Registration Deadline: Wednesday, 8/7/24

[Sign up for Adapting to Change in the SLMS \(sign in required\)](#). You can also search "Learning" in the SLMS for "PSWP_6305 to locate.

Capital District

Managing Multiple Priorities

This workshop is designed to help develop skills in setting goals, prioritizing, and managing simultaneous responsibilities and activities in today's fast-paced work environments. Participants will learn how to take control of their workday to help enhance productivity and success while minimizing stress.

Date/Time: Monday, 8/19/24; 9am – 4pm

Location: Albany, NY

Provider: Clare Monteau

Registration Deadline: Thursday, 8/8/24

[Sign up for Managing Multiple Priorities in the SLMS \(sign in required\)](#). You can also search “Learning” in the SLMS for “PSWP_6306 to locate.

New York City

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, 8/21/24; 9:30am – 4:30pm

Location: New York, NY

Provider: Capital Region Language Center

Registration Deadline: Thursday, 8/14/24

[Sign up for Preparing Written Communication for Executives in the SLMS \(sign in required\)](#). You can also search “Learning” in the SLMS for “PSWP_6309 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.