MEMORANDUM

April 20, 2018

TO: Directors of Human Resources Management
Agency Training Directors

FROM: Michael N. Volforte

SUBJECT: GOER Memo 2018-16
2018 Leadership Development Program

The Governor's Office of Employee Relations (GOER) is pleased to announce three sessions of the 2018 Leadership Development Program (LDP) for employees in the Professional, Scientific and Technical Services (PS&T) Unit. This program is designed for PS&T employees, grade 23 and above, who are in supervisory and managerial roles. The LDP is funded through Article 15 of the collective bargaining agreement between the State and the Public Employees Federation (PEF), AFL-CIO.

Overview of Leadership Development Program
The LDP is designed to provide participants with the key skills to better lead and manage in New York State government.

Participants will explore management principles and practices and examine their personal leadership strengths and improvement opportunities. Topics covered include building an inclusive organization, the relationship between leadership and authority, exercising influence, managing individuals and institutional dynamics of change. Participants will engage in classroom and small group activities, self-assessment, and individual reflection.

Agency Responsibility
The LDP is a non-residential program, held in Rochester, New York City, and Albany. Your agency agrees to provide release time and reimbursement for travel and lodging expenses for selected participants to attend the program. This includes a half-day for orientation, seven full training days, and a half-day for follow-up and graduation.
**Program Dates**

**Rochester Session**
- Orientation (half-day)       June 22, 2018 (p.m.)
- Training Part 1 (3 days)    June 27-29, 2018
- Training Part 2 (4 days)    July 31 – August 3, 2018
- Follow-up and Graduation (half-day) September 18, 2018 (p.m.)

**New York City Session**
- Orientation (half-day)       July 16, 2018 (p.m.)
- Training Part 1 (3 days)    July 24-26, 2018
- Training Part 2 (4 days)    August 27-30, 2018
- Follow-up and Graduation (half-day) October 12, 2018 (p.m.)

**Albany Session**
- Orientation (half-day)       September 14, 2018 (p.m.)
- Training Part 1 (3 days)    October 3-5, 2018
- Training Part 2 (4 days)    November 5-8, 2018
- Follow-up and Graduation (half-day) December 14, 2018 (p.m.)

**Selection of Candidates**

Each session of the 2018 Leadership Development Program will accommodate 40 participants.

Applicants should meet the following criteria:

- Be a PS&T Unit employee in salary grade 23 and above
- Have current management or supervisory responsibilities
- Receive approval to attend all scheduled sessions
- Be committed to attending and completing all course work, including an on-the-job project

**Next Steps and Enrollment Process**

Please share the attached program description and application form with PS&T Unit employees who meet the eligibility criteria. Employees interested in the LDP, including those who were previously denied acceptance, should complete and sign the attached application form.

Training Office: please save all completed applications in one batch as a PDF document, and submit with the LDP Applicant List in an email to LaToya Jackson, at ljackson@albany.edu. Completed applications should be submitted by May 11, 2018. Selections will be made no later than May 18, 2018. Participants and their respective agencies will be notified shortly thereafter.

If you have questions or need additional information, please contact GOER Leadership Development Program Manager, Deborah Seeley, at deborah.seeley@goer.ny.gov or (518) 474-6772.

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Attachments