

# Upcoming Workshops

7/21/25

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](http://pswp.info).

## Virtual

Seats still  
available!

### Preparing Written Communication for Executives - Virtual

This two-session (each 3 hours in length) virtual 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:** 8/5/25 & 8/6/25; 9am – 12pm

**Location:** Virtual – Zoom

**Provider:** Capital Region Language Center

**Registration Deadline:** 7/29/25

[Sign up for Preparing Written Communication for Executives – Virtual](#) You can also search “Learning” in the SLMS for “PSWP\_6544” to locate.

### How to Build a High-Performance Team - Virtual

This virtual workshop introduces participants to the team building process, development, the characteristics of effective team members, and methods for developing team leaders. The roles and responsibilities of diversified team members will be examined along with the characteristics of high performing work teams. By developing successful teams, participants will learn to increase productivity and positive communication.

**Date/Time:** 9/3/25 & 9/4/25; 9am – 12pm

**Location:** Virtual – Zoom

**Provider:** Parsons Child and Family Center

**Registration Deadline:** 7/29/25

[Sign up for How to Build a High-Performance Team – Virtual](#) You can also search “Learning” in the SLMS for “PSWP\_6567” to locate.

To see the policy on equal opportunity and reasonable accommodation, visit the PSWP website at [www.pswp.info/eora.cfm](http://www.pswp.info/eora.cfm).

If you are enrolled and unable to attend, please contact PSWP customer service at [PSWPRegistration@albany.edu](mailto: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.