

Upcoming Workshops

October 16, 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.

Capital District

Fundamentals of Business Analysis for the IT Professional

This two-day workshop on business analysis covers the process, questions, and techniques to efficiently extract expertise from the Business Users. Topics include the role of business analysis and structured ways to define success. Follow change requests/projects through entire SDLC. Define scope for new projects and write business cases, provide cost/benefit and risk analysis, elicit and document business requirements, help business to identify needs vs. wants and prioritize requirements, document business policies, document AS-IS and TO-BE business process flows, assist with creating test plans and test cases, coordinate user acceptance testing and provide results, assist with creation of training documentation and materials.

Date/Time: 11/6/24 and 11/7/24; 9:00am – 4:00pm

Location: Professional Development Program, Albany, NY

Provider: Org-Ology

Registration Deadline: 10/30/24

[Sign up for Fundamentals of Business Analysis for the IT Professional in the SLMS \(sign in required\)](#) You can also search “Learning” in the SLMS for “PSWP_6388” to locate.

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: 11/7/24; 9:00am – 4:00pm

Location: Professional Development Program, Albany, NY

Provider: Org-Ology

Registration Deadline: 10/31/24

[Sign up for Audit Report Writing in the SLMS \(sign in required\)](#) You can also search “Learning” in the SLMS for “PSWP_6396” to locate.

New York City

Project Management Fundamentals (w/PDUs)

This workshop will provide an overview of project management utilizing the Project Management Institute (PMI) framework for those with limited knowledge or experience in project management methodologies. The workshop will include fundamentals of defining and getting buy-in for a project, setting project goals, creating a statement of work, project risks, planning project tasks, executing the project, and closing the project. Upon completion of this workshop 7 Professional Development Units (PDU) will be awarded.

Date/Time: 11/13/24; 8:30am – 5:00pm

Location: PEF NYC Regional Office, NY

Provider: Verhoef

Registration Deadline: 11/6/24

[Sign up for Project Management Fundamentals \(w/PDUs\) in the SLMS \(sign in required\)](#). You can also search “Learning” in the SLMS for “PSWP_6391” to locate.

Project Management Intermediate (w/PDUs)

This workshop is intended for participants who have already learned the fundamentals of project management and are now ready to explore further best practices utilizing the Project Management Institute (PMI) framework and an organizational Project Life Cycle (PLC) methodology. Participants should have either taken the Project Management Fundamentals workshop or have commensurate Project Management fundamentals experience. A brief review of the Originating, Initiating, and Planning phases of Project Management is included at the start of the workshop. Upon completion of this workshop 7 Professional Development Units (PDU) will be awarded.

Date/Time: 11/20/24; 8:30am – 5:00pm

Location: PEF NYC Regional Office, NY

Provider: Verhoef

Registration Deadline: 11/13/24

[Sign up for Project Management Intermediate \(w/PDUs\) in the SLMS \(sign in required\)](#). You can also search “Learning” in the SLMS for “PSWP_6408” 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.