

PSWP | PUBLIC SERVICE WORKSHOPS PROGRAM



Governor's Office of Employee Relations



New York State Public Employees Federation

Seats in the following virtual workshops are now available

October 6, 2021

PSWP Workshops are for PEF-Represented and Management/Confidential Employees

To reference full workshop details and to register go to the **Statewide Learning Management System (SLMS)** at <https://nyslearn.ny.gov>.

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

Equal Opportunity & Reasonable Accommodation

Virtual

Defensive Documentation for Nurses (with Nursing CEUs) - Virtual	Friday, 11/12/21 9 AM to 4 PM
Barbara Cohen	Virtual
5412 or Click here to register (sign in required)	Friday, 11/5/21

This full-day session virtual workshop teaches the legal and ethical aspects of medical 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. This workshop is geared towards nurses. *This activity has been submitted to the Alabama State Nurses Association for approval to award contact hours. Alabama State Nurses Association is accredited as an approver of continuing nursing professional development by the American Nurses Credentialing Center's Commission on Accreditation.*

Virtual (continued)

Training Title:	Date/Time:
Preparing Written Communication for Executives - Virtual	Tuesday & Wednesday, 11/16/21 & 11/17/21 9:30 AM to 12:30 PM
Provider:	Location:
SUNY Adirondack Continuing Education	Virtual
SLMS Search Number:	Registration Deadline:
5375 or Click here to register (sign in required)	Tuesday, 11/9/21
<p>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 the 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.</p>	

Training Title:	Date/Time:
Managing the Team Report Writing Process - Virtual	Wednesday & Thursday, 11/17/21 & 11/18/21 9:30 AM to 12:30 PM
Provider:	Location:
Org-Ology	Virtual
SLMS Search Number:	Registration Deadline:
5410 or Click here to register (sign in required)	Wednesday, 11/10/21
<p>This two-session (each 3 hours in length) virtual workshop examines best practices for combining the written efforts of more than one person in one comprehensive report and is geared toward lead writers, team members, or administrators that would benefit from tools and techniques for group writing coordination. Workshop topics include how to mentor staff, provide constructive feedback, and minimize their own re-writing. This workshop will highlight the importance of using outlines to structure content, development of a writing schedule that spells out the task, and to combine the writing efforts of many pens into one cohesive, well-written clear document.</p>	

Virtual (continued)

Training Title:	Date/Time:
Managing Multiple Priorities - Virtual	Tuesday & Wednesday, 11/30/21 & 12/01/21 1:30 PM to 4:30 PM each session
Provider:	Location:
Clare Monteau	Virtual
SLMS Search Number:	Registration Deadline:
5406 or Click here to register (sign in required)	Tuesday, 11/23/21
<p>This two-session (each 3 hours in length) virtual 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.</p>	

Training Title:	Date/Time:
Medication Safety: Identifying and Preventing Errors (with Nursing CEUs) - Virtual	Wednesday, 12/8/21 9 AM to 12 PM
Provider:	Location:
Barbara Cohen	Virtual
SLMS Search Number:	Registration Deadline:
5413 or Click here to register (sign in required)	Wednesday, 12/1/21
<p>This one-session (3 hours in length) virtual workshop discusses how to reduce medication errors and the efficacy of various prevention strategies. Participants will develop an understanding of drug safety and quality issues through a review of the literature and case studies. The workshop will highlight the nature and causes of medication errors, the impact on patients, and the differences in causation, impact, and prevention across multiple points of health care delivery. <i>This activity has been submitted to the Alabama State Nurses Association for approval to award contact hours. Alabama State Nurses Association is accredited as an approver of continuing nursing professional development by the American Nurses Credentialing Center's Commission on Accreditation.</i></p>	