

# 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 26, 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](http://www.pswp.info)

Equal Opportunity & Reasonable Accommodation

### Virtual - Zoom

Training Title:	Date/Time:
<b>Professional Writing: Mechanics - Virtual</b>	<b>Wednesday &amp; Thursday, 1/12/22 &amp; 1/13/22 9:30 AM to 12:30 PM</b>
Provider:	Location:
<b>Capital Region Language Center</b>	<b>Virtual - Zoom</b>
SLMS Search Number:	Registration Deadline:
<b>5425 or <a href="#">Click here to register (sign in required)</a></b>	<b>Wednesday, 1/5/22</b>

This two-session (each 3 hours in length) virtual workshop provides participants with a review of the mechanics of writing including word choice and sentence structure. The workshop includes a review of the parts of speech, phrases and clauses, and the use of modifiers. Participants will also review the rules of punctuation. Participants must complete the NYS GOER Writing Mechanics (Online) course component prior to attending the virtual portion of this workshop.

## Virtual - Zoom (continued)

Training Title:	Date/Time:
<b>Professional Writing: Composition - Virtual</b>	<b>Wednesday &amp; Thursday, 1/26/22 &amp; 1/27/22 1 PM to 4 PM</b>
Provider:	Location:
<b>Capital Region Language Center</b>	<b>Virtual - Zoom</b>
SLMS Search Number:	Registration Deadline:
<b>5426</b> or <a href="#">Click here to register (sign in required)</a>	<b>Wednesday, 1/19/22</b>
<p>This two-session (each 3 hours in length) virtual workshop provides an overview of essential writing skills that include developing and organizing ideas, choosing a focus for writing, and using appropriate language for the audience. Participants will focus on writing skills within the context of the larger writing process, approaching a writing task from pre-writing through revisions. Writing tone, style, and technique will also be addressed.</p>	