



### **2023 Leadership Development Program**

For New York State Employees in the Professional, Scientific, and Technical Services Unit Grade 23 and above

#### **Program Description and Registration Information**

The multi-day Leadership Development Program (LDP) is designed to provide participants with key skills to better lead and manage in New York State government. The LDP is for Professional, Scientific, and Technical Services (PS&T) Unit employees, grade 23 and above, who are in supervisory and managerial roles. Participants will explore how to set goals, manage change, solve problems, communicate effectively, build strong teams, and develop their employees.

The LDP learning experience will include:

- Participation in an orientation and follow-up and graduation session.
- The classroom offering includes seven full days of training in Albany.
- The virtual offering includes fourteen half-days (3 ½ hours each) of online training. A webcam and microphone are required to attend.
- Both sessions require the completion of a job-related project. In concert with their supervisor, each participant will design and complete an on-the-job project. The project is intended to improve performance in the participant’s work unit or have a broad positive impact on agency performance. Project length and duration may vary.

Course topics include:

- The Mindset of a Professional Manager and Leader
- Project Management: A Framework for Today’s Environment
- Creative Problem Solving and Innovation
- Non-technical Skills for Leaders
- Practical Applications of Leadership Perspectives

#### **Program Dates**

<b>Session One</b>	<b>Classroom</b>
Orientation (half-day)	August 15, 2023 (12:30–4:00pm)
Training Part 1 (3 full days)	August 16–18, 2023 (8:30am–4:30pm daily)
Training Part 2 (4 full days)	September 19–22, 2023 (8:30am–4:30pm daily)
Communication Simulations	September 21, 2023 (Training Part 2–Day 3)
Follow-up and Graduation (half-day)	December 1, 2023 (12:30–4:00pm)

<b>Session Two</b>	<b>Virtual</b>
Orientation	August 18, 2023 (10:00am–12:00pm)
Training Part 1 (6 half-days)	August 23–25, 2023 August 28–30, 2023 (9:00am–12:30pm daily)
Training Part 2 (7 half-days)	October 23–27, 2023 October 30–31, 2023 (9:00am–12:30pm daily)
Communication Simulations <i>Participants will be assigned to groups of five on one of the dates listed.</i>	November 2–3, 2023 November 6–7, 2023 (9:00am–12:30pm <b>or</b> 1:30–5:00pm)
Follow-up and Graduation	January 9, 2024 (2:00–4:00pm)

**Participant and Agency Commitment**

Participants in the LDP must complete required assignments and attend all training days within the chosen session, including orientation and graduation. Participants must also commit to completing a job-related project and evaluation surveys.

The agency commits to allowing the employee to attend all required training days, without charge to leave accruals, within the chosen session. This includes an orientation, and follow-up and graduation session. The agency also commits to assisting the LDP participant with resources required to complete the job-related project.

**Registration Information**

Applicants should complete and sign the application, obtain the required signatures, and submit to their training office in PDF format. Training offices are asked to review applications for completion and send as PDF documents with the LDP Applicant List in an email to LaToya Jackson, at [ljackson@albany.edu](mailto:ljackson@albany.edu).

Completed applications should be submitted by May 19, 2023. Selections will be made no later than June 23, 2023. Participants and their respective agencies will be notified shortly thereafter.

*It is the policy of the State of New York to provide for and promote equal opportunity in employment and equal access to all programs and services without discrimination on the basis of age, race, color, creed, national origin, military status, sex, sexual orientation, gender identity or expression, disability (including pregnancy-related disability or condition), predisposing genetic characteristics, marital/familial status, status as a victim of domestic violence, or prior arrest/criminal conviction record.*

*Reasonable accommodations are available, upon request, in all aspects of state training, consistent with the Americans with Disabilities Act and the New York State Human Rights Law, to ensure that every individual is able to gain maximum benefit from the training experience.*