

State of New York <b>Governor's Office of Employee Relations</b> <small>Andrew M. Cuomo, Governor</small>		
DHR Memo	No. 2014-20	July 23, 2014

TO: Directors of Human Resources  
 Agency Training Directors

FROM: Michael N. Volforte, Interim Director

SUBJECT: 2014-2015 Leadership Development Program

The Governor's Office of Employee Relations (GOER) is pleased to announce the *2014-2015 Leadership Development Program (LDP)* for employees in the Professional, Scientific and Technical Services Unit (PS&T Unit). This program is for PS&T Unit employees in salary grades 18 and above who already have supervisory and managerial roles, or aspire to assume such responsibilities. The LDP is funded through Article 15 of the collective bargaining agreement between the State and the Public Employees Federation (PEF).

**Overview of Leadership Development Program**

The primary goal of the LDP is to improve organizational effectiveness by enhancing the skills and perspectives of individuals responsible for leading and managing in New York State government. Accordingly, the program is designed specifically for PS&T Unit employees who are current and future managers and leaders within NYS agencies.

The program guides participants through an exploration of management principles and practices and an examination of personal leadership strengths and improvement opportunities. Participants are actively engaged on several levels—the classroom, small groups, self-assessment, and individual reflection. They will explore issues such as building an inclusive organization, the relationship between leadership and authority, exercising influence, managing individuals, and institutional dynamics of change.

**Agency Responsibility**

The LDP is a non-residential program. Your agency is required to provide release time and reimbursement for travel expenses for participants to attend the program, which includes one half-day for orientation, seven full training days, and one half-day for graduation. The program will be held in the Capital District.

## Program Dates

There will be three sections of the LDP offered in FY 2014-2015:

	LDP 1	LDP 2	LDP 3
Orientation (half-day)	September 10, 2014 (a.m.)	September 10, 2014 (p.m.)	January 12, 2015 (a.m.)
Session 1	September 15-18, 2014	October 6-9, 2014	January 26-29, 2015
	LDP 1	LDP 2	LDP 3
Session 2	October 27-29, 2014	November 17-19, 2014	March 9-11, 2015
Follow-up and Graduation (half-day)	December 15, 2014 (a.m.)	December 15, 2014 (p.m.)	March 31, 2015 (a.m.)

## Selection of Candidates

Each section of the *2014-2015 Leadership Development Program* will accommodate 40 participants. Applicants should meet the following criteria:

- PS&T Unit employee in salary grade 18 and above
- Current management and administrative responsibilities within a unit, bureau, or division
- Willingness and approval to attend all scheduled sessions
- Commitment to complete the pre-course reading, homework assignments, and an on-the-job project
- On-going support from supervisor

## Next Steps and Enrollment Process

Please share the attached program description and application form with PS&T Unit employees who meet the eligibility criteria. Employees interested in the LDP should complete and sign the attached application form. Any PS&T Unit manager or employee, salary grade 18 and above, should be allowed to submit an application for the LDP.

Please save all completed applications in PDF form and submit electronically **in one batch** to Nicolina Mastroianni, at [nmastroianni@albany.edu](mailto:nmastroianni@albany.edu), as an email attachment with the attached LDP Applicant List. Applications for the LDP must be received by August 7, 2014. Participants will be selected no later than August 19, 2014 and will be notified shortly thereafter.

If you have questions or need additional information, please contact Leadership Development Program Manager, Deborah Seeley, at [deborah.seeley@goer.ny.gov](mailto:deborah.seeley@goer.ny.gov) or (518) 474-6772 or PEF Education & Training Specialist, Kim Loccisano, at [kloccisano@pef.org](mailto:kloccisano@pef.org) or (518) 785-1900.

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Attachments