DCAS Citywide Training Center

Course Catalog
Spring 2024

NYC DCAS
Citywide Administrative Services

Welcome

The Department of Citywide Administrative Services (DCAS) offers professional development and training opportunities for City of New York employees through DCAS Citywide Learning and Development (Citywide L&D). This catalog contains descriptions and schedules of available workshops and educational programs currently offered.

DCAS is pleased to share that the new Citywide Learning Management System (LMS) will begin its rollout to all agencies beginning in January 2024. This customized platform empowers City agencies to provide learning opportunities and training programs for the City workforce. Agencies will undergo training to ensure a smooth transition to the system and that operations are managed effectively.

In alignment with the rollout, and to support training efforts, this Spring 2024 Citywide Training Catalog has undergone modifications to support the LMS implementation. Essential trainings (city-specific, equity & inclusion and those mandated citywide) will remain available. Courses across all portfolios will be available on-demand to support important and emerging agency needs.

Who We Are

DCAS Citywide L&D is the central resource for citywide training and development for City of New York employees. We offer a wide range of courses, educational programs, and professional development opportunities that help build skills and improve service delivery.

DCAS Citywide Training Program Difference

Our workshops and programs differ from other training available in several important ways:

- More than 100+ courses that cover a variety of essential development needs
- Programs and workshops developed specifically for City of New York employees
- Experienced instructors familiar with working with public sector employees
- Convenient payment through a simple inter-agency charge-back agreement
- Rapid course development and deployment
- Emphasis on quality

International Association for Continuing Education and Training (IACET) recognizes DCAS Citywide L&D courses for quality and training effectiveness.

Our programs are also recognized by:

How to Use This Catalog

The courses and programs in this catalog are organized in six portfolios or professional development subject areas: executive development, management & supervision, no cost learning, NYC-specific programs, personal development, and technology.

Please explore all the available learning opportunities that match your professional development needs and work with your manager and agency training liaison to complete your application.

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DCAS Citywide Learning & Development

Portfolios

To help you select courses and programs that best meet your personal and professional development needs, the training in this catalog is organized into six *portfolios* or sections.

[Executive Development - 9](#)

This portfolio offers training opportunities that prepare emerging and experienced leaders to become more capable and better equipped to deliver immediate results. Our flagship programs are the Leadership Institute and the Management Academy. Other executive development opportunities include Executive Coaching and individual open-enrollment courses such as Intentional Leadership, Organizational Design for Leaders, Promoting Psychological Safety to Improve Performance, and Leadership and Influence for Executives.

[No Cost Learning - 19](#)

The No Cost Learning portfolio provides City agencies with several different ways they can train their workforce with minimal expenditures. DCAS Citywide L&D offers free mandated and non-mandated online and in-person training opportunities. Employees can participate at no cost in various technology courses offered by *Microsoft* and/or other free courses such as *Disability Awareness and Etiquette, Online Records Management*, and many more.

[New York City-Specific Portfolio - 31](#)

Programs in this portfolio offer a variety of training and development opportunities that are specific to working for the City of New York. Trainings offered in this category include professional practice programs such as energy, audit, IT, HR, procurement, etc.; cultural awareness & inclusivity programs, and non-DCAS opportunities conducted by agency partners such as the Office of Labor Relation's Work Well, Small Business Services, etc.

Cultural Awareness & Inclusivity - 34

The programs in this section are mandated and non-mandated. The courses offered will help to build a more diverse and inclusive workforce, also meeting the requirements of the New York City Charter. The broad range of training opportunities will help your workforce learn about representation or the make-up of an organization and how well the contributions, presence, and perspectives of different groups of people are valued and integrated into a working environment.

Professional Practices - 49

These courses and programs are designed for specific communities-of-practice to allow for continuity in networking, collaboration, and knowledge sharing. Whether you are in the energy, audit, procurement, or IT community, or are an HR professional, you can find programs geared specifically to your field of expertise.

Non-DCAS Opportunities - 68

DCAS Citywide L&D has partnered with City agencies to present programs that provide resources and knowledge that are specific to all City of New York agencies in areas such as emergency management, conflicts of interest, M/WBE purchasing, and customer service.

Management & Supervision - 4

This portfolio offers a broad range of development opportunities primarily for managers and supervisors. Programs link to the core competencies necessary to manage in the public-sector and include navigating within the civil service framework. We are not offering open-enrollment courses within this portfolio at this moment. However, if you have important and emerging agency needs for courses in this portfolio, please contact us.

Personal Development - 5

Programs in this portfolio provide a full spectrum of options to enhance personal/ professional development including creative thinking, written and oral communication, analysis and decision-making skills, time management skills, cultural competency, project management knowledge, and achieving enhanced work-life balance. We are not offering open-enrollment courses within this portfolio at this moment. However, if you have important and emerging agency needs for courses in this portfolio, please contact us.

Technology - 6

The technology portfolio has a full compilation of software offerings including *Microsoft Office* products, Adobe products, IT certifications, and others. We are not offering open-enrollment courses within this portfolio at this moment. However, if you have important and emerging agency needs for courses in this portfolio, please contact us.

Management & Supervision Portfolio

This portfolio offers a broad range of development opportunities primarily for managers and supervisors. Programs link to the core competencies necessary to manage in the public- sector and include navigating within the civil service framework. We are not offering open-enrollment courses within this portfolio at this moment. However, if you have important and emerging agency needs for courses in this portfolio, please contact us.

Listed below are some popular and highly rated courses in this portfolio.

- **Data Analytics for Managers**

- **Engagement in a Hybrid Work Team**

- **Essential Skills for Leaders**

- **Essentials of Project Management for the Non-Project Manager**

- **Fundamentals of Supervision**

- **Intentional Leadership**

- **Lean Six Sigma: Introduction to Process Improvement (White Belt Certificate)**

- **Lean Six Sigma: Process Improvement Initiatives (Green Belt Certificate)**

Personal Development Portfolio

Programs in this portfolio provide a full spectrum of options to enhance personal/ professional development including creative thinking, written and oral communication, analysis and decision-making skills, time management skills, cultural competency, project management knowledge, and achieving enhanced work-life balance. We are not offering open-enrollment courses within this portfolio at this moment. However, if you have important and emerging agency needs for courses in this portfolio, please contact us.

The following is a list of some popular and highly rated courses in this portfolio.

- **Business Grammar**

- **Creating and Delivering Powerful Presentations**

- **Enhancing Emotional Intelligence to Increase Professional Success**

- **Managing Chaos Workshop: Setting Priorities and Making Decisions Under Pressure**

- **Writing in Plain Language and Clinic**

DCAS Citywide Learning & Development

Technology Portfolio

The technology portfolio has a full compilation of software offerings including *Microsoft Office* products, Adobe products, IT certifications, and others. We are not offering open-enrollment courses within this portfolio at this moment. However, if you have important and emerging agency needs for courses in this portfolio, please contact us.

Below is a list of some popular and highly rated courses in this portfolio.

- **Microsoft Office Products (Access/ Excel/ Outlook/ PowerPoint/ Word)**

- **PL-300T00: Microsoft Power BI Data Analyst**

- **PMI: Project Management Professional (PMP)**

- **AI-900T00: Microsoft Azure AI Fundamentals**

- **AI-102T00: Designing and Implementing an Azure AI Solution (AI Engineer)**

Executive Development Portfolio

Executive Development Portfolio

This portfolio offers training opportunities that prepare emerging and experienced leaders to become more capable and better equipped to deliver immediate results. Our flagship programs, the Leadership Institute and Management Academy, are offered once per year in the Fall and Spring. Other executive development opportunities include Executive Coaching and individual open-enrollment courses which are scheduled based upon demand. (See page 13 for instructions to apply for on demand Executive Development courses.)

DCAS Citywide Learning & Development

Leadership Institute*

The Leadership Institute is an intensive, multi-session training program for outstanding mid- to senior level City managers designed to develop their strategic change management skills and abilities. This competitive annual cohort program provides participants with a deeper understanding of the tools and techniques required to spearhead organizational change initiatives.

Objectives:

At the completion of this program, participants will be able to:

- Identify a process framework for leading change initiatives

- Diagnose the internal and external factors that drive change

- Build an approach for identifying and influencing key stakeholders

- Devise strategies for overcoming resistance and leading groups through the change process

- Develop a plan to sustain long-term change initiatives

Applications for the Leadership Institute are available through agency personnel offices and the DCAS website during the annual recruitment period.

* Eligible managers must be nominated by their agency to participate in the Leadership Institute.

Management Academy

The Management Academy is a multi-session competitive cohort training program for emerging leaders that provides them with a fundamental grounding in state-of-the-art managerial principles and practices. Through a series of workshops presented by expert consultants and New York City content experts, the program will stimulate participant's analytical and creative abilities to better meet daily service-delivery challenges.

Objectives:

At the completion of the Management Academy, participants will be able to more effectively:

- Develop and utilize skills to build and manage relationships and communicate skillfully

- Understand and use emerging technology to analyze and evaluate existing programs and processes and engage in on-going process improvement

- Navigate municipal systems in our fast-paced and changing work environment

Applications for the Management Academy are available through agency personnel offices and the DCAS website during the annual recruitment period.

* Eligible supervisors and emerging leaders must be nominated by their agencies to participate in the Management Academy.

Executive Coaching

DCAS L&D Executive Coaching initiatives are personalized development experiences designed to advance leadership skills through a structured program that includes one-on-one interaction with an executive coach. An executive coaching experience is designed to:

- Achieve behavioral change that will make the leader more successful by improving communication, leadership, and teamwork skills and abilities.

- Provide the leader with insight about their behavior, and how it may be perceived by others, to help develop success strategies.

The best results from executive coaching occur when applicants are willing to embrace challenges, seek genuine personal and professional growth, and are ready to think in new ways about themselves and their contributions at work.

How to Apply for Executive Coaching and Feedback

To apply for an executive coach, Agency Personnel Officers or designated Training Liaisons should contact DCAS L&D at 212-386-6406. (Individual employee requests for executive coaching are not accepted.) DCAS L&D will explain the executive coach selection process to ensure that the right coach is selected for the right leader's individual professional development needs.

Individual Open-Enrollment Executive Development Courses

The following courses will be scheduled based upon demand. Applications will be retained until such time a class can be scheduled. We will notify participants when course dates have been determined.

Intentional Leadership for Executives

Great leaders achieve performance goals by being intentional in every move they make. If teams are led with intentionality, they achieve better and more predictable outcomes. Without intentional leadership, teams can lose confidence in their organization's goals and become less effective, feeling like the person in charge has no plan. The purpose of this program is to help participants understand the value of intentional leadership and the steps to follow to become an intentional leader.

Objectives:

At the end of this program, participants will be able to:

- Understand what intentional leadership is

- Shift their mindset from 'management professional' to an 'intentional leader'

- Become more self-aware by identifying their own performance behaviors that may limit them from becoming intentional leaders

- Use their knowledge of who they are and what they stand for as navigation tools for others in uncertain situations

- Create the cultural infrastructure needed to support positive business outcomes and results

- Establish an intentional leadership framework based on consistency, predictability, and accountability for themselves and their team to help achieve agency goals and objectives

Course Code	Days of Training	Dates	Cost	Credits
C9667	1	Scheduled based upon demand	$250	.6CEUs/8CPEs 6PDCs

Organizational Design for Executives

Designing for agility and flexibility - "Built for Change"

This course will help you and your fellow participants get "real" about the pitfalls of poorly designed organizations and the challenges in determining the right fit for an organization's strategy. It is designed to show how organizational structures enable or prevent information flow, responsiveness, and innovation.

Topics covered include: the theory and tools of organization design work (including organizational strategic alignment), a language for organizational roles and relationships, the tests of good organization design and tools for defining decision responsibilities.

Special focus would also be placed on the process of organization redesign and change – the steps of good analysis and decision making, who should be involved and when, how long it should take and the relationship to effectiveness, how change should be communicated, and the roles involved in the process.

Objectives:

Participants will gain an understanding of:

- Design concepts and principles of organizing structures

- Design concepts and principles of design thinking

- Design concepts and principles of design processes

- Design concepts and principles of frameworks linking organizational structures and processes to organizational purpose

- Organizational design theory and methodologies

- Design concepts and principles of organizing a restructure or redesigning a project

Course Code	Days of Training	Dates	Cost	Credits
C9668	2	Scheduled based upon demand	$500	1.2CEUs/16CPEs 12PDCs

Promoting Psychological Safety to Improve Performance

This session explores the concept of psychological safety -- its components and benefits, and how it influences engagement in teams, work groups, and organizations. We will link this concept to creativity and learning, and leaders' roles in promoting both. We will identify factors that influence our "inner work life," the mix of emotions, motivations, and perceptions we have throughout a workday, and ways to make work more meaningful and impactful. We will then tie our insights to organizational culture, to create and sustain conditions that promote performance and growth.

Objectives:

- Distinguish between managing and leading in your roles and contexts

- Explore "psychological safety" in teams or work groups, its components and benefits and their effect on members' engagement

- Identify ways to promote progress on meaningful work, to catalyze and nourish it, for increased motivation and satisfaction

- Explore links among psychological safety, creativity, and learning from mistakes, and ways to promote them through positive team/organizational culture

Course Code	Days of Training	Dates	Cost	Credits
C9665	1	Scheduled based upon demand	$250	.6CEUs/8CPEs 6PDCs

DCAS Citywide Learning & Development

Leadership and Influence for Executives

This session is designed to help participants understand their roles as leaders or change agents, as distinct from their managerial roles, and what is required of them to inspire colleagues and promote change. We will explore ways to navigate conflict to foster more collaborative relationships. We will also explore three levers for influence -- Head, Heart and Hands -- and how to integrate your approach to increase your impact with the individuals and groups you need to engage.

Objectives:

- Distinguish between managing and leading in your roles, both formal leadership and emergent

- Explore approaches to influence and persuasion when your authority over others is limited

- Identify your preferred negotiation style and those of others, to promote your ability to resolve differences together

- Apply these tools to current challenges and inspire engagement in positive change

Course Code	Days of Training	Dates	Cost	Credits
C9666	1	Scheduled based upon demand	$250	.6CEUs/8CPEs 6PDCs

How to Apply for Open-Enrollment Executive Development Courses

Open-enrollment Executive Development courses are scheduled based upon demand.

Please complete the standard application with the appropriate course code. Staff will contact you when course dates are scheduled.

No Cost Learning Portfolio

No Cost Learning Portfolio

The No Cost Learning portfolio provides City agencies with several different ways they can train their workforce with minimal expenditures. DCAS Citywide L&D offers free mandated and non-mandated online and in-person training opportunities. Employees can participate at no cost in various free courses such as *Disability Awareness and Etiquette, Online Records Management,* and many more. These courses at no charge are found in additional portfolios throughout the catalog:

DCAS Citywide Learning & Development

CCHR Overview of the City Human Rights Law

This workshop educates city employees on the legal protections and obligations under the NYC Human Rights Law (City Human Rights Law). It provides city agencies and employees with the skills and resources necessary to recognize and report discrimination, harassment, and bias. The workshop covers protections under the City Human Rights Law in employment, housing, and public accommodations, as well as discriminatory harassment, and bias-based profiling by law enforcement.

It reviews protection categories under the City Human Rights Law, such as race, gender, religion, disability, and many others. It also provides city employees with resources available at the Commission to better serve and assist clients and members of the public who seek services. A detailed description of how to file a complaint is covered, as well as information about retaliation as a violation of the City Human Rights Law, and penalties and remedies under the law.

Objectives:

- Acquire a general understanding of protections against discrimination afforded under the City Human Rights Law

- Recognize the NYC Commission on Human Rights as a venue to file a discrimination case

- Better assist clients and members of the public

- Identify and be aware of discrimination, harassment, bias, and retaliation when they occur in the context of protections afforded under the City Human Rights law

- Be better equipped to navigate the Commission's Complaint process and better guide members of the public as to this process, and how to report discrimination

Target Audience: Staff at all levels

Course Code	Days of Training	Dates	Cost	Credits
C8164	2 hrs	Jan 18; Apr 10; Jun 6 (10:00am-12:00pm)	N/C	.2CEUs/2.4CPEs 2PDCs

Disability Awareness and Etiquette (Live Webinar)

This training will review strategies and best practices for creating an inclusive environment for people with disabilities. Participants will be educated about various myths or misconceptions about the disabled community and develop competencies in interacting with persons with various disabilities.

Objectives:

- To guide how to appropriately communicate with and engage people with disabilities, including employees, job applicants and members of the public

- To promote the most current information about the disabled community to prevent incorrect/biased assumptions

Target Audience: Staff at all levels

Course Code	Days of Training	Dates	Cost	Credits
C8022W	1 ½ hr	Feb 7 (10:30am-12:00pm); Apr 2 (10:30am-12:00pm);	N/C	.15CEUs/2CPEs 1.5PDCs

Disability Awareness and Etiquette (eCourse)

This eCourse covers awareness and etiquette surrounding people with disabilities in the workplace. Throughout this training, we will cover laws protecting people with disabilities, how to best assist people with disabilities, information on the different types of disabilities as well as accommodations for each type of disability.

Upon completion of the training, you should have:

- An understanding of the different kinds of disabilities

- The confidence in knowing when and how to assist people with disabilities

- Awareness of how to be an ally inside and outside of the workplace for people with disabilities

Target Audience: Staff at all levels

Access	Cost
This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.	N/C

Online Records Management (eCourse)

The Department of Records & Information Services (DORIS) "Online Records Management Training" is an introduction to records management that covers basic information and key definitions you will need to understand records management. City employees are expected to complete this training to learn about best practices for records management and how to work with records throughout their life cycle.

Objectives: Participants will learn:

- Why records management is important

- What is and is not considered a record

- What is involved in records management

- How to work with a record throughout their life cycle

- Records management "Best Practices"

- How to name digital files

- Where to go with questions

Target Audience: Staff at all levels

Access	Cost
This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.	N/C

MANDATED TRAINING

Everybody Matters: EEO & Diversity & Inclusion for NYC Employees (eCourse)

This training course supports the mandate under Local Law 121 in the City Charter and provides all City employees with a framework to understand the importance of diversity and inclusion and how to develop the skills needed to create an inclusive environment where all employees, clients, vendors, and visitors are included. This course covers the City's Equal Employment Opportunity Policy, who is protected, what constitutes discrimination and who is entitled to an accommodation.

Objectives:

This eCourse is provided as four modules:

Module 1: Introduction to EEO Principals covers the City's Equal Employment Opportunity Policy, who is protected, what constitutes discrimination and who is entitled to an accommodation.

Module 2: Workplace Harassment and Discrimination covers the City's Equal Employment Opportunity Policy, who is protected, what constitutes discrimination and who is   entitled to an accommodation

Module 3: Diversity & Inclusion covers the City's Equal Employment Opportunity Policy, who is protected, what constitutes discrimination and who is entitled to an accommodation.

Module 4: Racial Equality covers the City's Equal Employment Opportunity Policy, who is protected, what constitutes discrimination and who is entitled to an accommodation.

Target Audience: Staff at all levels

Access	Cost	Requirement
This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.	N/C	All City employees are required to take the training

LGBTQ: The Power of Inclusion (Live Webinar/ In-Person)

This training will facilitate awareness of the emotional impact of being a member of the LGBTQ community and provide best practices and guidance for how to create/promote an open and inclusive environment for this community. Participants will also receive specific guidance as to the correct and inclusive terminology related to the transgender community, City agencies' responsibilities under the Mayor's Executive Order 16 (EO 16) regarding the legal right of transgender and gender non-conforming persons to freely access single-sex facilities owned/operated by the City that most closely aligns with their gender expression or identity, as well as examples of behaviors that may violate EO 16.

Objectives:

- Educate participants on the correct terminology and legislation regarding the LGBTQ community and employees in the workplace

- Understand relevant issues, such as appropriate terminology, stages of transition, and inclusive workplace practices for the LGBTQ community

- Educate participants on the requirements under Executive Order 16 regarding access to the City's single-sex facilities

Target Audience: Staff at all levels

Course Code	Days of Training	Dates	Cost	Credits
C7787W (Live Webinar)/ C7787 (In-Person)	½	In-Person: Feb 6; (9:00am-12:30pm) or (1:30pm-5:00pm) Live Webinar: Jan 10 (1:30pm-5:00pm) Mar 6 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C	.3CEUs/4CPEs 3PDCs

LGBTQ: The Power of Inclusion (eCourse)

This training will facilitate awareness of the emotional impact of being a member of the LGBTQ community and provides guidance for how to create/promote an open and inclusive environment for this community. Participants will also receive specific guidance as to the correct and inclusive terminology related to the transgender community, City agencies' responsibilities under the Mayor's Executive Order 16 (EO 16) regarding the legal right of transgender and gender non-conforming persons to freely access the single-sex facilities owned/operated by the City that most closely aligns with their gender expression or identity, as well as examples of behaviors that may violate EO 16.

Objectives:

- Educate participants on the correct terminology and legislation regarding the LGBTQ community and employees in the workplace
- Understand relevant issues, such as appropriate terminology, stages of transition, and inclusive workplace practices for the LGBTQ community
- Educate participants on the requirements under Executive Order 16 regarding access to the City's single-sex facilities

Target Audience: Staff at all levels

Access	Cost	Requirement
This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.	N/C	All City employees are required to take the training

Sexual Harassment Prevention (Live Webinar)

This mandated training under Local Law 92 will facilitate awareness of the City's prohibition on sexual harassment in its workplaces under applicable laws and the City's Equal Employment Opportunity (EEO) Policy. Participants will learn definitions of sexual harassment, relevant legislation, prevention techniques, and a procedure for filing a complaint. This course will help the participants create an environment free from sexual harassment.

Topics included:

- Definitions and examples of sexual harassment

- How sexual harassment is a form of unlawful discrimination under federal, state, and local law

- The role of the New York City Commission on Human Rights (NYC CHR), the New York State Division of Human Rights (NYS DHR), and the United States Equal Employment Opportunity Commission (US EEOC), and the complaint procedures

- The complaint process for employees, managers, and supervisors

- The prohibition of retaliation

- The importance of bystander intervention

Target Audience: Staff at all levels

IMPORTANT NOTE: A Course Certificate is a proof that you've met all course requirements. To receive a Course Certificate for Sexual Harassment Prevention, you must complete the webinar as an <u>online</u>, <u>on-camera participant</u>. Course Certificates will not be generated for learners who only call in or participate in the program by telephone.

Course Code	Days of Training	Dates	Cost	Credits
C7965W	2 hrs	Daily Based on Demand	N/C	N/A

Sexual Harassment Prevention (eCourse)

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- The role of the New York City Commission on Human Rights (NYC CHR), the New York State Division of Human Rights (NYS DHR), and the United States Equal Employment Opportunity Commission (US EEOC), and the complaint procedures

- The complaint process for employees, managers, and supervisors

- The prohibition of retaliation

- The importance of bystander intervention

Target Audience: Staff at all levels

Access	Cost	Requirement
This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.	N/C	All City employees are required to take the training

The following courses should be completed during the same time period:

Conflicts of Interest (eCourse)

DCAS Citywide Learning & Development has partnered with the Conflicts of Interest Board (COIB) to provide this mandatory Conflicts of Interest eTraining to all City employees. All city employees are mandated to receive training in Chapter 68 of the NYC City Charter (the City's conflict of interest law.) Successful completion of this eCourse fulfills that mandate. This course covers:

- Information about the Conflicts of Interest Board, the agency that administers and enforces the Conflicts of Interest Law
- The big picture principles at work in the Conflicts of Interest Law
- The basic restrictions set forth in the Conflicts of Interest Law

Target Audience: Staff at all levels

Access	Cost	Requirement
This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.	N/C	All City employees are required to take the training

Corruption Prevention Awareness (eCourse)

DCAS Citywide Learning & Development has partnered with the Department of Investigation (DOI) to provide this mandatory Corruption Prevention Awareness eTraining to all City employees. This training is required for all City employees, as per Chapter 34 of the NYC City Charter and Executive Order 16 (signed in 1978), who have a responsibility in helping to fight corruption, fraud, waste, and wrongdoing. Successful completion of this eCourse fulfills that mandate.

Target Audience: Staff at all levels

Access	Cost	Requirement
This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.	N/C	All City employees are required to take the training

NYC Specific Portfolio

New York City-Specific Portfolio

Programs in this portfolio offer a variety of training and development opportunities specific to working for the City of New York. Trainings offered in this category include professional practice programs such as energy, HR, procurement, etc.; cultural awareness & inclusivity programs, and non-DCAS opportunities conducted by agency partners such as the Office of Labor Relation's Work Well, Small Business Services, etc.

Cultural Awareness & Inclusivity

The programs in this section are mandated and non-mandated. The courses offered will help to build a more diverse and inclusive workforce, also meeting the requirements of the New York City Charter. The broad range of training opportunities will help your workforce learn about representation or the make-up of an organization and how well the contributions, presence, and perspectives of different groups of people are valued and integrated into a working environment.

DCAS Citywide Learning & Development

Mandated Citywide Trainings

Professional Practices

These courses and programs are designed for specific communities of practice to allow for continuity in networking, collaboration, and knowledge sharing. Whether you are in the energy, procurement, or are an HR professional, you can find programs geared specifically to your field of expertise.

Energy Management Professionals

Emergency Management Certificate Program (EMCP)

Procurement Professionals

Mayor's Office of Contract Services Courses

Non-DCAS Opportunities

DCAS Citywide L&D has partnered with City agencies to present programs that provide resources and knowledge that are specific to all City of New York agencies in areas such as emergency management, conflicts of interest, M/WBE purchasing, and customer service.

*Mandated Citywide Trainings

Cultural Awareness & Inclusivity

Building an Inclusive Culture: Understanding Unconscious Bias (Live Webinar/ In-Person)

This training will examine the importance of understanding the unconscious or hidden biases that inform our behaviors and decisions at work. Participants will learn the difference between conscious (explicit) and unconscious/hidden (implicit) bias, understand the different levels of bias, and how we interpret and make decisions using our individual lenses, layers and legacies. The training will examine several types of bias, which influence workplace relationships and inadvertently privilege some and exclude others.

Objectives:

- Educate all employees as to how perceptions, personal beliefs, and opinions can lead to stereotyping and biased employment practices in the workplace.

- Provide employees with tools to identify such beliefs, determine whether such beliefs are adversely impacting their working relationships and decisions, and how to course correct such actions.

Target Audience: Staff at all levels

Course Code	Days of Training	Dates	Cost	Credits
C1078 (In-Person)/ C1078W (Live Webinar)	½	Live Webinar: Jan 9; Mar 5; In-Person: Apr 4 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C	.3CEUs/4CPEs 3PDCs

Creating a Culture of Inclusion, From Microaggressions to Microaffirmations (Live Webinar/ In-Person)

How social stereotypes influence behaviors and actions and what to do about them

Microaggressions are the everyday verbal and non-verbal exchanges, whether intentional or unintentional, that communicate hostile, derogatory, or negative messages to target persons based solely upon their membership in a marginalized/underrepresented group, e.g., race/ethnicity, nationality, sexual orientation, gender identity, religion). While microaggressions may appear harmless or even seem like a compliment, e.g., telling a person of color "you are so articulate", they contain demeaning hidden messages that often stem from unconscious biases. Employees who are frequent targets of microaggressions can experience health problems, burnout, and other negative effects of what has been called a "death by a thousand cuts."

This workshop focuses on creating awareness of the negative impact that subtle or unintentional comments or actions towards members of marginalized groups can have on these individuals and others, and the workplace. As part of our comprehensive approach to behavior-based Diversity, Equity & Inclusion (DE&I) training, this course features examples of case scenarios, behaviors and interactive assessments that promote a more inclusive, respectful, and engaging workplace.

Objectives:

- Learn how to define and describe microaggressions

- Understand the negative impact of microaggressions on individuals, groups, and organizations

- Learn and practice strategies for responding to microaggressions with microaffirmations in a positive and effective manner

Target Audience: Staff at all levels

Course Code	Days of Training	Dates	Cost	Credits
C9583W (Live Webinar)/ C9583 (In-Person)	½	Live Webinar: Feb 23 (9:00am-12:30pm) In-Person: May 6 (9:00am-12:30pm)	N/C	.3CEUs/4CPEs 3PDCs

DCAS Citywide Learning & Development

Disability Awareness & Etiquette (Live Webinar)

This training will review strategies and best practices for creating an inclusive environment for people with disabilities. Participants will be educated about various myths or misconceptions about the disabled community and develop competencies in interacting with persons with various disabilities.

Objectives:

- To guide how to appropriately communicate with and engage people with disabilities, including employees, job applicants and members of the public.

- To promote the most current information about the disabled community to prevent incorrect/biased assumptions.

Target Audience: Staff at all levels

Course Code	Days of Training	Dates	Cost	Credits
C8022W	1 ½ hrs	Feb 7 (10:30am-12:00pm); Apr 2 (10:30am-12:00pm);	N/C	.15CEUs/2CPEs 1.5PDCs

Disability Awareness & Etiquette (eCourse)

This eCourse covers awareness and etiquette surrounding people with disabilities in the workplace. Throughout this training, we will cover laws protecting people with disabilities, how to best assist people with disabilities, information on the different types of disabilities as well as accommodations for each type of disability.

Objectives:

Upon completion of the training, you should have:

- An understanding of the different kinds of disabilities

- The confidence in knowing when and how to assist people with disabilities

- Awareness of how to be an ally inside and outside of the workplace for people with disabilities

Target Audience: Staff at all levels

Access	Cost
This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (Ccompliance@dcas.nyc.gov) to request access to the training.	N/C

Everybody Matters: EEO & Diversity & Inclusion for NYC Employees (eCourse)

This training course supports the mandated under Local Law 121 in the City Charter and provides all City employees with a framework to understand the importance of diversity and inclusion and how to develop the skills needed to create an inclusive environment where all employees, clients, vendors, and visitors are included. The curriculum for this fundamental course covers an introduction to EEO principles, workplace harassment and discrimination, including harassment and discrimination based on age, diversity & inclusion, and racial equity.

Objectives:

This eCourse is provided as four modules:

Module 1: Introduction to EEO Principals covers the City's Equal Employment Opportunity Policy, who is protected, what constitutes discrimination and who is entitled to an accommodation.

Module 2: Workplace Harassment and Discrimination covers the City's Equal Employment Opportunity Policy, who is protected, what constitutes discrimination and who is entitled to an accommodation.

Module 3: Diversity & Inclusion covers the City's Equal Employment Opportunity Policy, who is protected, what constitutes discrimination and who is entitled to an accommodation.

Module 4: Racial Equality covers the City's Equal Employment Opportunity Policy, who is protected, what constitutes discrimination and who is entitled to an accommodation.

Target Audience: Staff at all levels

Access	Cost	Requirement
This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (Ccompliance@dcas.nyc.gov) to request access to the training.	N/C	All City employees are required to take the training

LGBTQ: The Power of Inclusion (Live Webinar/ In-Person)

This training will facilitate awareness of the emotional impact of being a member of the LGBTQ community and provide best practices and guidance for how to create/promote an open and inclusive environment for this community. Participants will also receive specific guidance as to the correct and inclusive terminology related to the transgender community, City agencies' responsibilities under the Mayor's Executive Order 16 (EO 16) regarding the legal right of transgender and gender non-conforming persons to freely access single-sex facilities owned/operated by the City that most closely aligns with their gender expression or identity, as well as examples of behaviors that may violate EO 16.

Objectives:

- Educate participants on the correct terminology and legislation regarding the LGBTQ community and employees in the workplace

- Understand relevant issues, such as appropriate terminology, stages of transition, and inclusive workplace practices for the LGBTQ community

- Educate participants on the requirements under Executive Order 16 regarding access to the City's single-sex facilities

Target Audience: Staff at all levels

Course Code	Days of Training	Dates	Cost	Credits
C7787W (Live Webinar)/ C7787 (In-Person)	½	In-Person: Feb 6; (9:00am-12:30pm) or (1:30pm-5:00pm) Live Webinar: Jan 10 (1:30pm-5:00pm) Mar 6 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C	.3CEUs/4CPEs 3PDCs

LGBTQ: The Power of Inclusion (eCourse)

This training will facilitate awareness of the emotional impact of being a member of the LGBTQ community and provides guidance for how to create/promote an open and inclusive environment for this community. Participants will also receive specific guidance as to the correct and inclusive terminology related to the transgender community, City agencies' responsibilities under the Mayor's Executive Order 16 (EO 16) regarding the legal right of transgender and gender non-conforming persons to freely access the single-sex facilities owned/operated by the City that most closely aligns with their gender expression or identity, as well as examples of behaviors that may violate EO 16.

Objectives:

- Educate participants on the correct terminology and legislation regarding the LGBTQ community and employees in the workplace

- Understand relevant issues, such as appropriate terminology, stages of transition, and inclusive workplace practices for the LGBTQ community

- Educate participants on the requirements under Executive Order 16 regarding access to the City's single-sex facilities

Target Audience: Staff at all levels

Access	Cost	Requirement
This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.	N/C	All City employees are required to take the training

Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations

Currently, five generations are working side by side. This melding of generations in the workplace has brought both benefits and challenges. With each generation comes a distinct set of skills and different expectations that must be managed. Working remotely (during a pandemic) has also required us to become more nimble as an employer and to redefine ways to hold employees accountable.

This course will evaluate how our multi-generational workforce has reacted to the changed environment caused by the pandemic and how they can work together to leverage each other's talents. In addition, it will guide leadership on how they can tap into this and still maximize productivity across the different generations they are managing.

Objectives:

- Learning the facts and nuances about the five generations in the workplace

- Discovering potential challenges when interacting with the different generations and ways to foster respectful communication

- Addressing stereotypes and learning best practices to confront age bias

- Developing an action plan to connect to all generations in your workplace

Target Audience: Staff at all levels

Course Code	Days of Training	Dates	Cost	Credits
C8606	½	Apr 10 (9:00am-12:30pm)	N/C	.3CEUs/4CPEs 3PDCs

Moving from Bystander to Upstander, What Would You Do? (Live Webinar/ In-Person)

This course will explain the multi-faceted and complex role of being a bystander and provide examples of how it can differ based on the level of circumstances that are being experienced. The reaction of a bystander does not have to be "fight" or "flight" only.

The goal of this training will be to arm participants with knowledge on all the different ways bystanders can engage to not just stand by, but rather take a more active role to address or call attention to a wrongdoing they have witnessed.

Objectives:

• Learning about the role of the bystander

• Exploring workplace scenarios that challenge that role

• Discussing 5 steps of bystander intervention

• Creating a personal commitment

Target Audience: Staff at all levels

Course Code	Days of Training	Dates	Cost	Credits
C9584W (Live Webinar)/ C9584 (In-Person)	½	Live Webinar: Mar 22 (9:00am-12:30pm) In-Person: May 24 (9:00am-12:30pm)	N/C	.3CEUs/4CPEs 3PDCs

Reasonable Accommodation Procedural Guidelines (Live Webinar)

This training will review the City's Reasonable Accommodation Procedural Guidelines (the "Guidelines"). Participants will become familiar with the reasonable accommodation review process under the City's Guidelines and the roles and responsibilities of relevant parties in the review process, as well as develop competencies in applying the Guidelines.

Objectives:

- Understand the four bases for accommodation and the specific options for accommodation for each

- Understand the City's Reasonable Accommodations policy and the role of the Reasonable Accommodations (R/A) Guidelines

- Articulate all phases of the interactive/cooperative process and the importance of determining whether a reasonable accommodation exists

- Apply a uniform and consistent process for reviewing R/A requests

Target Audience: EEO Officers, Agency Personnel Officers and Disability Rights Coordinators

Course Code	Days of Training	Dates	Cost	Credits
C7788W	½	Jan 24; (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C	.3CEUs/4CPEs 3PDCs

DCAS Citywide Learning & Development

Sexual Harassment Prevention (Live Webinar)

This mandated training under Local Law 92 will facilitate awareness of the City's prohibition on sexual harassment in its workplaces under applicable laws and the City's Equal Employment Opportunity (EEO) Policy. Participants will learn definitions of sexual harassment, relevant legislation, prevention techniques, and a procedure for filing a complaint. This course will help the participants create an environment free from sexual harassment.

Topics Included:

- Definitions and examples of sexual harassment

- How sexual harassment is a form of unlawful discrimination under federal, state, and local law

- The role of the New York City Commission on Human Rights (NYC CHR), the New York State Division of Human Rights (NYS DHR), and the United States Equal Employment Opportunity Commission (US EEOC), and the complaint procedures

- The complaint process for employees, managers, and supervisors

- The prohibition of retaliation

- The importance of bystander intervention

Target Audience: Staff at all levels

IMPORTANT NOTE: A Course Certificate is a proof that you've met all course requirements. To receive a Course Certificate for Sexual Harassment Prevention, you must complete the webinar as an <u>online</u>, <u>on-camera</u> <u>participant</u>. Course Certificates will not be generated for learners who only call in or participate in the program by telephone.

Course Code	Days of Training	Dates	Cost	Credits
C7965W	2 hrs	Daily Based on Demand	N/C	N/A

Sexual Harassment Prevention (eCourse)

This mandated training under Local Law 92 will facilitate awareness of the City's prohibition on sexual harassment in its workplaces under applicable laws and the City's Equal Employment Opportunity (EEO) Policy. Participants will learn definitions of sexual harassment, relevant legislation, prevention techniques, and a procedure for filing a complaint. This course will help the participants create an environment free from sexual harassment.

Topics Included:

- Definitions and examples of sexual harassment

- How sexual harassment is a form of unlawful discrimination under federal, state, and local law

- The role of the New York City Commission on Human Rights (NYC CHR), the New York State Division of Human Rights (NYS DHR), and the United States Equal Employment Opportunity Commission (US EEOC), and the complaint procedures

- The complaint process for employees, managers, and supervisors

- The prohibition of retaliation

- The importance of bystander intervention

Target Audience: Staff at all levels

Access	Cost	Requirement
This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.	N/C	All City employees are required to take the training

Structured Interviewing and Unconscious Bias (Live Webinar)

This training will examine the impact of unconscious bias on the employee interview and selection process. Participants will learn how to identify unconscious biases, the impact of bias on decision making, tools for making fair employment decisions and best practice guidance in this area, including a review of the Uniform Guidelines on Employee Selection Procedures (UGESP).

Objectives:

- Develop inclusive behaviors that will create an environment where all employees feel valued, included, and engaged

- Utilize your skill set to better serve the vast diversity of all NYC communities

- Draw upon personal experiences to gain insight into inclusion

Target Audience: Hiring Managers, EEO Professionals and HR Professionals who work with prospective candidates

Course Code	Days of Training	Dates	Cost	Credits
C7790W	½	Jan 17 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C	.3CEUs/4CPEs 3PDCs

Structured Interviewing: Utilizing Follow-Up and Probing Questions (Live Webinar)

Structured Interviewing is a best practice that ensures organizations can identify the most qualified candidates. However, it can be challenging to use structured interviewing to evaluate a candidate's abilities. The purpose of this session is to help participants feel more comfortable with an interactive interview conversation. Participants will gain increased competency in conducting interviews according to structured interviewing protocols and will deepen their understanding of methods for asking probing follow-up questions, as well as engaging interviewees objectively to understand the range of skills they bring to the position. This half-day interactive session will include role plays and case scenarios to practice applicable skills.

Objectives:

- Obtain an overview of Structured Interviewing and the City's Interview Process

- Learn how to use Structured Interviewing practices in the context of unique situations to ask: Probing questions, and pertinent follow-up questions and to engage interviewees

Target Audience: Hiring Managers, EEO Professionals and HR Professionals who work with prospective candidates

Course Code	Days of Training	Dates	Cost	Credits
C8047W	½	Jan 31 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C	.3CEUs/4CPEs 3PDCs
Prerequisite: Structured Interviewing and Unconscious Bias				

The Power of Words, Can We Talk?
(Live Webinar/ In-Person)

Uncomfortable, yet courageous conversations about systemic racism, equity, and social injustice, have highlighted how words can serve as an enabler or barrier to common understanding, equity, and inclusion. This course will heighten our awareness of the implicit/ explicit power that words carry and provide participants with the tools to engage in effective and intentional communication.

Objectives:

- Learning the art of communication

- Discussing the impact of bias in communications

- Exploring Emotional Intelligence (EQ) as a key enabler to inclusive communications

- Creating a personal commitment

Target Audience: Staff at all levels

Course Code	Days of Training	Dates	Cost	Credits
C9582W (Live Webinar)/ C9582 (In-Person)	1	Live Webinar: Apr 19 In-Person: Jun 25	N/C	.6CEUs/8CPEs 6PDCs

PROFESSIONAL PRACTICES

ENERGY MANAGEMENT PROFESSIONALS

Energy Management Institute (EMI)

The DCAS Energy Management Institute (EMI) program trains the public servants of the City of New York in energy management best practices and helps them develop the skills necessary to optimize building performance. Through the Energy Management Institute (EMI), and in partnership with CUNY School of Professional Studies (CUNY SPS), DCAS offers a diverse set of energy management, building operations, and HVAC engineering courses that provide targeted competency-based training and integrate national certification requirements.

Important:

DCAS Energy Management (DEM) covers the cost of City staff participating in this training to improve the energy efficiency of building operations and maintenance, and to encourage building staff to develop, implement and monitor energy efficiency projects. If a City employee registers for the course but drops out before satisfactory completion, a fee will be assessed to their agency's training department for a no-show or late cancellation per CTC cancellation policy. See course descriptions for respective fee amounts.

For registrations please visit https://www1.nyc.gov/site/dcas/agencies/energy-management-institute.page

For more information, please reach out to EMItraining@sps.cuny.edu.

ENERGY MANAGEMENT PROFESSIONALS

Building Operator Certification Level 1 (BOC-1)

BOC-1 is the foundational energy efficiency course for building operators working in City facilities. It is designed to help building operators identify opportunities to make their facilities more energy efficient so they can contribute to meeting City energy and emissions reductions goals. BOC-1 provides an overview of building systems and equipment, including electrical systems, mechanical systems, lighting technologies, and building controls. It also introduces students to energy data management and analysis and operational improvements that can improve energy efficiency and occupant comfort. BOC-1 consists of 12 sessions taught by subject matter experts over a four-month (18 weeks) period, complemented by 14 self-paced online modules. To successfully complete the course, students must attend all live online and in person sessions and complete all online modules; take and pass four module-specific exams; and submit four practical project assignments focused on applying concepts learned in class to the facilities where they work. Students who do so can pursue the BOC-1 certification from the Northwest Energy Efficiency Council (NEEC). CUNY SPS and NEEC work together to assist City staff in completing their paperwork for the credential and taking the certification exam.

BOC-1 is open to building operators, facilities management staff, and other energy management staff working in City buildings. The course is especially well-suited to the following:

• Building operators who may have limited formal building systems training, but have substantial on-the-job experience with building systems.

• Energy management staff who have received some energy efficiency training and are seeking to deepen their understanding of building system and equipment concepts. Energy management staff are encouraged to take the Fundamentals course before enrolling in BOC-1.

• In most cases, the Fundamentals course is a pre-requisite for non-building operators who seek to complete BOC-1.

Course Overview:

Term:	Spring 2024
Days:	Wednesdays
Date:	Feb 7, 14, 28; Mar 6, 13, 20, 27; Apr 3, 17; May 8, 22; Jun 5
Hours:	8:00am-3:00pm
location:	Local 891 at Brooklyn Navy Yard

Fundamentals of Building Systems

Fundamentals is designed to provide foundational energy management knowledge for City staff. It provides an overview of critical building systems and equipment, including their relationship to energy consumption; explains electrical and mechanical engineering concepts pertinent to building operations; and introduces best practices for energy efficiency in City buildings. The course prepares students without a technical background to succeed in BOC-1. Fundamentals is designed for City energy management staff who are not building operators and do not have a technical background. Students enrolled in this course should not have primary job responsibility for managing building operations at their facility and/or extensive working knowledge of building systems and equipment. In most cases, Fundamentals is a pre-requisite for non-building operators who seek to complete BOC-1.

Course Overview:

Term:	Spring 2024
Date:	Self-paced online
Hours:	N/A
location:	Online via the Energy Management Institute's Learning Management System

Introduction to NYC Energy Tools

The Field Equipment Lending Library ("FELL") loans equipment to City employees to conduct energy saving activities. The workshop is designed to demonstrate how to use six pieces of equipment available from FELL to conduct preventive maintenance:

1. Infrared Thermography
2. Ultrasonic Noise detection
3. Vibration Monitoring/Analysis
4. Electrical Monitoring
5. Ultrasonic Flow
6. Performance Monitoring

Course Overview:

Term:	Spring 2024
Date:	Friday
Training Date:	Mar 8
Hours:	9:00am-12:00pm
location:	Citywide Training Center

Renewable Energy 101

Renewable Energy 101 provides City staff with an introduction to renewable energy technologies in the context of the City's clean energy goals. As the City prepares to meet the 100 MW solar installation goal as set forth in "One City: Built To Last" as well as the recent passage of Local Laws 92 and 94 which required green roofs or solar photovoltaic (PV) systems on the City's new construction and renovation projects, City agencies must be prepared to have a well-informed workforce that can provide operations and maintenance support for current and upcoming renewable energy installations. This introductory course will equip interested employees with the knowledge to advocate for, implement and maintain renewable energy technologies, especially on solar PV.

The course covers an overview of renewable energy technologies and policies; solar site scoping, installation and O&M fundamentals; as well as new technologies and battery storage. It consists of three (3) online instructor-led and two (2) in-person sessions facilitated by subject matter experts, which includes lecture, activities, a hands-on lab and a field trip to a local solar installation. Participants who complete the course will receive 18 NABCEP CEUs towards PV Associate or PV Installation Professional exams.

This course is open to building operators, facilities management staff, and other relevant energy management staff in City buildings who support the installation, maintenance, and monitoring of solar PV and other renewable energy systems.

Course Overview:

Term:	Spring 2024
Date:	Monday-Friday
Training Date:	Jun 3-7
Hours:	9:00am-4:00pm
location:	Online via Zoom and in-person at NYC College of Technology

Retrofit Now! Reducing Carbon and Complying with LL97

Retrofit Now! Reducing Carbon and Complying with LL97 gives architects and other designers the insight they need to design for deep energy retrofits that help buildings meet NYC's new building code, avoid fines, and improve building letter grades. Agencies will find the course valuable in discussing options with their planning and design teams as they do their long-term capital planning. This course is offered and delivered by CUNY Building Performance Lab (BPL). The Retrofit Now! course consists of four half-day sessions for a total of fourteen (14) hours, delivered in four days of virtual instructional sessions. To successfully complete the course, students must attend all classes.

Retrofit Now! is open to building operators, facilities management staff, and other relevant energy management staff in City buildings.

Course Overview:
Term: Spring 2024
Date: Tuesdays & Thursdays
Training Date: May 21, 23, 28 & 30
Hours: 9:00am-12:30pm
location: Online via Zoom

EMERGENCY MANAGEMENT CERTIFICATE PROGRAM (EMCP)

The Emergency Management Certificate Program (EMCP) provides government, private sector, and non-profit personnel with an awareness and understanding of how the City of New York operates and responds to emergencies and introduces participants to fundamentals of emergency management.

The suite of classroom and live online courses that comprise the certificate will allow individuals to develop and refine their emergency management skill set. The curriculum is based on a series of essential courses regularly offered to New York City Emergency Management (NYCEM) employees and the emergency management community.

AUDIENCE:

The EMCP is designed for government employees, non-profit, and private sector partners who support emergency operations in their home agency/organization, in the field, and/or in the City's Emergency Operations Center (EOC).

All City employees are eligible to participate in this program.

CERTIFICATE OBJECTIVES:

- Educate and train participants on emergency management principles.

- Explain Incident Command Systems (ICS) and Citywide Incident Management System (CIMS) Protocol as well as the relationship of these systems and how these systems are implemented in New York City.

- Provide participants with interdisciplinary emergency management training with an emphasis on "real world" experience.

- Apply emergency management principles in problem-solving activities.

- Provide participants the opportunity to represent their agency in a culminating tabletop exercise to draw upon the knowledge that they have learned throughout the year.

PROGRAM COMPLETION TIMELINE:

Participants should plan to complete the suite of required classes and the culminating tabletop exercise within one year from the time of acceptance into the program. The flexible nature of this program allows participants to enroll in courses at their convenience. The program is headquartered at NYCEM,165 Cadman Plaza East, Brooklyn, NY 11201. Upon completion of the Emergency Management Certificate Program, you will receive a signed certificate of completion from NYCEM's Commissioner.

REGISTRATION:

For detailed program information and application instructions click here. Please note that Supervisor approval is required to participate. Once accepted into the program you will be provided access to NYCEM's Learning Management System to begin coursework. Please email NYCEMAcademy@oem.nyc.gov if you have any additional questions.

PROCUREMENT PROFESSIONALS

Conflicts of Interest Board Course

Conflicts of Interest Seminar for Procurement Professionals

This course provides an overview of the Conflicts of Interest Law, Chapter 68 of the New York City Charter. In-class case studies and practical exercises are used to provide participants with a general understanding of the Conflicts of Interest Law, how to avoid conflicts and appearances of conflict, and the responsibilities of the Conflicts of Interest Board (COIB).

Objectives:

- Understand the Conflicts of Interest Law (including but not limited to: accepting gifts, reporting misconduct by others, post-employment restrictions)

- Determine to whom the law applies

- Know when to seek an opinion from COIB

Target Audience: Procurement personnel employed by the City of New York

Course Code	Days of Training	Dates	Cost	Credits
P4002	2 ½ hrs	Mar 6 (9:30am-12:00pm)	N/C	.25 CEUs

PROCUREMENT PROFESSIONALS

Mayor's Office of Contract Services Courses (Live Webinar)

Competitive Sealed Bids

This webinar will introduce participants to the Competitive Sealed Bids (CSB) procurement process and explore more advanced concepts, tools, and best practices to support procurement staff. Topics will include defining what constitutes a CSB, outlining the CSB workflow from the preparation of invitation for bids to the contract award process, and describing "Special Case" circumstances.

Objectives:

- Provide city staff with a common understanding of when and how to use Competitive Sealed Bids and how this procurement method can help city agencies meet their goals

- Ensure that CSB procurements continue to be compliant with City laws and rules

Target Audience: This course is part of the Procurement Training Institute curriculum for all Mayoral and agency staff with procurement-related responsibilities in New York City

Deadline for registration: Tuesday, January 23, 2024, by 12:00 PM EST

Course Code	Days of Training	Dates	Cost	Credits
P6203M	1 ½ hrs	Jan 25 (11:00am-12:30pm)	N/C	.15 CEUs

Emergency Purchase Method: Continued

This webinar will discuss common questions and best practices regarding the Emergency Purchase Method. With a brief refresher of the fundamentals of the emergency purchase method (presented in 2023 and available to view as a recording), we will dive into key questions regarding emergency procurement, including timing, foreseeability, sourcing, and more. This training will focus on the rules and requirements of NYC Charter 315 and PPB Rule 3-06 but will also touch upon a wide variety of specific procurement methods than can be used in response to an emergency situation.

Objectives:

- Gain a deeper understanding of common questions in emergency procurement

- Become more proficient in executing an emergency purchase

- Establish a risk management toolbox

Target Audience: This course is part of the Procurement Training Institute curriculum for all Mayoral and agency staff with procurement-related responsibilities in New York City

Deadline for registration: Tuesday, June 4, 2024, by 12:00 PM EST

Course Code	Days of Training	Dates	Cost	Credits
P6217M	1 ½ hrs	Jun 6 (11:00am-12:30pm)	N/C	.15 CEUs

Evaluation Process: Competitive Sealed Proposals

This webinar will discuss the requirements, common questions, and best practices regarding the evaluation process in the Competitive Sealed Proposal Method. This training will focus on the rules and requirements of PPB Rule 3-03 and the best practices of the fun & cumbersome evaluation process.

Objectives:

- Gain a deeper understanding of the common questions and best practices of the CSP evaluation process.

- Become more proficient in executing the evaluation committee.

- Establish tools and best practices that will lead to a successful evaluation process.

Target Audience: This course is part of the Procurement Training Institute curriculum for all Mayoral and agency staff with procurement-related responsibilities in New York City.

Deadline for registration: Tuesday, February 20, 2024, by 12:00 PM EST

Course Code	Days of Training	Dates	Cost	Credits
P6212M	1 ½ hrs	Feb 22 (11:00am-12:30pm)	N/C	.15 CEUs

Human Service Contract Monitoring: Process and Principles

This webinar will discuss process and best practices regarding human service contract monitoring. This training will provide guidance on the use of contract scope to manage providers and services, the significance of contract monitoring, fiscal review as a tool, ensuring compliance and accountability, and the assessment of vendor performance throughout the contract life cycle.

We will review examples of a successful contract monitoring process and how to troubleshoot issues that may arise. Agency partners will have the opportunity to workshop common concerns and challenges. Participants in this training will acquire the necessary knowledge and tools to effectively mitigate contract risks, ensure contractual obligations are met, and maximize efficiency for both City and providers.

Objectives:

- Ability to write the scope based on identified risks in the RD process

- Understanding the contract scope as the basis for monitoring activities and the tools appropriate for that scope – invoicing, site visits, service reporting, PEs, audits, etc.

- Monitoring process and best practices

- Confidence in using Contract Monitoring as a tool in the City's risk prevention toolbox

Target Audience: This course is targeted to agency staff who conduct contract monitoring of human service vendors. This course may be of interest to other agency accountability or legal staff who are involved with human service procurement oversight.

Deadline for registration: Tuesday, April 30, 2024, by 12:00 PM EST

Course Code	Days of Training	Dates	Cost	Credits
P6215M	1 ½ hrs	May 2 (11:00am-12:30pm)	N/C	.15 CEUs

Local Law 63

This course will provide a basic outline of Local Law 63 of 2011 (Local Law 63). Local Law 63, codified in City Charter § 312(a), is a mechanism for disclosing when and how various types of contracts impact the City's in-house workforce and requires contracting agencies to consider the costs and benefits to the City whenever entering into service contracts that would result in the displacement of City employees.

This process requires an analysis that outsourcing contracts, which displace the jobs of City employees, are in the best interest of New Yorkers.

Objectives:

- Learning about the background and requirements of Local Law 63

- Learning how to complete a Local Law 63 annual contracting plan and plan additions

- Learning how to conduct a contracting cost-benefit analysis

Target Audience: This course is part of the Procurement Training Institute curriculum for all Mayoral and agency staff with procurement-related responsibilities in New York City.

Deadline for registration: Tuesday, March 12, 2024, by 12:00 PM EST

Course Code	Days of Training	Dates	Cost	Credits
P6213M	1 ½ hrs	Mar 14 (11:00am-12:30pm)	N/C	.15 CEUs

Performance Evaluation: Process and Principles

This webinar will discuss common questions and best practices regarding the end-to-end NYC contract Performance Evaluation process. This training will cover vendor performance reporting, completion of Performance Evaluation in PASSPort, contract evaluation best practices, and how to use contract performance evaluations as a risk mitigation and performance improvement tool.

This training will focus on the rules and requirements of NYC PPB Rules 2-08-B, 4-01, but will discuss what it means to work with "Responsible" vendors, and the contracting agency's obligations when working with a vendor exhibiting deficient performance.

Objectives:

- Understanding contract Performance Evaluation best practices.

- Proficiency in evaluation completion and submission in PASSPort.

- Confidence in using Performance Evaluations as a reporting tool in the City's risk prevention toolbox.

Target Audience: This course is targeted to agency staff who conduct performance evaluations of vendors. This course may be of interest to other agency accountability or legal staff who are involved with procurement oversight.

Deadline for registration: Tuesday, May 14, 2024, by 12:00 PM EST

Course Code	Days of Training	Dates	Cost	Credits
P6216M	1 ½ hrs	May 16 (11:00am-12:30pm)	N/C	.15 CEUs

Responsibility Determination: Process and Principles

This webinar will discuss process and best practices regarding vendor responsibility determinations. This training will provide a detailed overview of the contracting agency role in determining prospective contractors' responsibility prior to each contract award, and prior to the approval of subcontractors.

This training will focus on the rules and requirements of Chapter 13 of the NYC Charter, NYC Administrative Code § 116.2(e) and PPB Rule § 2-08, a step-by-step process in completing a responsibility determination in PASSPort, review information pertaining to the topics of vendor disclosures, employment practices, business taxes, and more. By the end of this training, participants will be well-versed in the vendor responsibility determination process, including steps that must be completed both in PASSPort as well as outside the system, enabling them to contribute effectively to the procurement process by ensuring that contracts are awarded to responsible vendors. This knowledge will enhance the integrity of the City's contracting procedures and promote accountability in the expenditure of taxpayer dollars.

Objectives:

- Gain a deeper understanding of the rules and standards of contractor responsibility.

- Become proficient in the requirements and system processes for the contracting agency to make and document a responsibility determination in PASSPort.

- Automate and standardize the review process and documentation requirements based on best practices to avoid inefficiencies and delays.

- Confidence in using Responsibility Determinations as a reporting tool in the City's risk prevention toolbox

Target Audience: This course is targeted to agency staff who conduct responsibility determinations on vendors prior to contract award. This course may be of interest to other agency accountability or legal staff who are involved with procurement oversight.

Deadline for registration: Tuesday, April 16, 2024, by 12:00 PM EST

Course Code	Days of Training	Dates	Cost	Credits
P6214M	1 ½ hrs	Apr 18 (11:00am-12:30pm)	N/C	.15 CEUs

Small Business Services M/WBE Courses (Live Webinars)

101: M/WBE Program Overview

This course will provide an overview of the City M/WBE Program, including laws and eligible procurements.

Objectives:

- Understand the M/WBE Program

Target Audience: Appropriate for procurement analysts, procurement officers, contract officers, project managers, and ALL new procurement staff across all purchasing areas

Course Code	Days of Training	Dates	Cost	Credits
P9045S	1 ½ hrs	Jan 11, Mar 14 or May 9 (1:00pm-2:30pm)	N/C	.15CEUs

102: Identifying M/WBEs, incl Using the Online Directory

This course will review methods for identifying M/WBE with focus on how to find M/WBE by using the NYC Online Directory.

Objectives:

- Identify M/WBE for procurements

Target Audience: Appropriate for procurement analysts, procurement officers, contract officers, project managers, and ALL new procurement staff across all purchasing areas

Course Code	Days of Training	Dates	Cost	Credits
P9046S	1 ½ hrs	Feb 8 or Jun 13 (1:00pm-2:30pm)	N/C	.15CEUs

201: Incorporating the M/WBEs into the Procurement Process

This course will provide an overview of the City's M/WBE Program and how to incorporate M/WBEs into the procurement process.

Objectives:

- Understand M/WBE Program and where it fits in the Procurement Process.

Target Audience: Appropriate for procurement analysts, procurement officers, contract officers, project managers, and ALL new procurement staff across all purchasing areas

Course Code	Days of Training	Dates	Cost	Credits
P9049S	1 ½ hrs	Mar 14 (3:00pm-4:30pm)	N/C	.15 CEUs

202: Best Practices for M/WBE Goal Setting

This course will provide an overview of the City's M/WBE Program, guidance for navigating the Online Directory of Certified Businesses, information on the City's certification programs, agency and vendor resources, and best practices for M/WBEs goal setting and identifying opportunities for M/WBEs.

Objectives:

- Understand the City's M/WBE Program requirements and how to increase an agency's M/WBE utilization

- Recognize how to fill out the goal setting worksheet (GSW)

Target Audience: Appropriate for procurement analysts, procurement officers, contract officers, project managers, and ALL new procurement staff across all purchasing areas

Course Code	Days of Training	Dates	Cost	Credits
P9042S	½	Apr 11 (1:30pm-4:30pm)	N/C	.3CEUs

203: M/WBE Program Resources

This course will provide an overview of NYC's available resources to assist M/WBE in winning city contracts.

Objectives:

- Understand resources that can help M/WBE win city contracts.

Target Audience: Appropriate for procurement analysts, procurement officers, contract officers, project managers, and ALL new procurement staff across all purchasing areas

Course Code	Days of Training	Dates	Cost	Credits
P9048S	1 ½ hrs	Jan 11 or May 9 (3:00pm-4:30pm)	N/C	.15 CEUs

204: Best Practices for M/WBE Networking and Outreach

This course will review methods and strategies for improved outreach.

Objectives:

* Understand best practices for outreach and networking.

Target Audience: Appropriate for procurement analysts, procurement officers, contract officers, project managers, and ALL new procurement staff across all purchasing areas

Course Code	Days of Training	Dates	Cost	Credits
P9050S	1 ½ hrs	Feb 8 or Jun 13 (3:00pm-4:30pm)	N/C	.15CEUs

NON-DCAS OPPORTUNITIES

CCHR Overview of the City Human Rights Law

This workshop educates city employees on the legal protections and obligations under the NYC Human Rights Law (City Human Rights Law). It provides city agencies and employees with the skills and resources necessary to recognize and report discrimination, harassment, and bias. The workshop covers protections under the City Human Rights Law in employment, housing, and public accommodations, as well as discriminatory harassment, and bias-based profiling by law enforcement.

It reviews protection categories under the City Human Rights Law, such as race, gender, religion, disability, and many others. It also provides city employees with resources available at the Commission to better serve and assist clients and members of the public who seek services. A detailed description of how to file a complaint is covered, as well as information about retaliation as a violation of the City Human Rights Law, and penalties and remedies under the law.

Objectives:

- Acquire a general understanding of protections against discrimination afforded under the City Human Rights Law

- Recognize the NYC Commission on Human Rights as a venue to file a discrimination case

- Better assist clients and members of the public

- Identify and be aware of discrimination, harassment, bias, and retaliation when they occur in the context of protections afforded under the City Human Rights law

- Be better equipped to navigate the Commission's Complaint process and better guide members of the public as to this process, and how to report discrimination

Target Audience: Staff at all levels

Course Code	Days of Training	Dates	Cost	Credits
C8164	2 hrs	Jan 18; Apr 10; Jun 6 (10:00am-12:00pm)	N/C	.2CEUs/2.4CPEs 2PDCs

The following courses should be completed during the same time period:

Conflicts of Interest (eCourse)

DCAS Citywide Learning & Development has partnered with the Conflicts of Interest Board (COIB) to provide this mandatory Conflicts of Interest eTraining to all City employees. All city employees are mandated to receive training in Chapter 68 of the NYC City Charter (the City's conflict of interest law.) Successful completion of this eCourse fulfills that mandate. This course covers:

- Information about the Conflicts of Interest Board, the agency that administers and enforces the Conflicts of Interest Law
- The big picture principles at work in the Conflicts of Interest Law
- The basic restrictions set forth in the Conflicts of Interest Law

Target Audience: Staff at all levels

Access	Cost	Requirement
This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.	N/C	All City employees are required to take the training

Corruption Prevention Awareness (eCourse)

DCAS Citywide Learning & Development has partnered with the Department of Investigation (DOI) to provide this mandatory Corruption Prevention Awareness eTraining to all City employees. This training is required for all City employees, as per Chapter 34 of the NYC City Charter and Executive Order 16 (signed in 1978), who have a responsibility in helping to fight corruption, fraud, waste, and wrongdoing. Successful completion of this eCourse fulfills that mandate.

Target Audience: Staff at all levels

Access	Cost	Requirement
This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.	N/C	All City employees are required to take the training

Online Records Management (eCourse)

The Department of Records & Information Services (DORIS) "Online Records Management Training" is an introduction to records management that covers basic information and key definitions you will need to understand records management. City employees are expected to complete this training to learn about best practices for records management and how to work with records throughout their life cycle.

Objectives:

- Why records management is important

- What is and is not considered a record

- What is involved in records management

- How to work with records throughout its life cycle

- Records management "Best Practices"

- How to name digital files

- Where to go with questions

Target Audience: Staff at all levels

Access	Cost
This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.	N/C

Spring 2024 DCAS Citywide Training Center Schedule

Phone: 212.386.0005 or 212.386.6425

Fax: 212.313.3439

Email: citywidetrainingcent@dcas.nyc.gov

Website: www.nyc.gov/ctc

Unless noted, open enrollment classes are held from 9:00am to 5:00pm

Executive Development Portfolio

Course Title	Code	Credits	Days	Dates	Cost
See Course Catalog, page 9 for details and/or call **Executive Development Programs** at 212-386-0004.					

No Cost Learning Portfolio

Course Title	Code	Credits	Days	Dates	Cost
CCHR Overview of the City Human Rights Law	C8164	.2CEUs/2.4CPEs 2PDCs	2 hrs	Jan 18; Apr 10; Jun 6 (10:00am-12:00pm)	N/C
Disability Awareness and Etiquette (Live Webinar)	C8022W	.15CEUs/2CPEs 1.5PDCs	1 ½ hr	Feb 7 (10:30am-12:00pm); Apr 2 (10:30am-12:00pm);	N/C
Disability Awareness & Etiquette (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.				N/C
Online Records Management (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.				N/C
Mandated Training					
Everybody Matters: EEO & Diversity & Inclusion for NYC Employees (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.				N/C

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DCAS Citywide Learning & Development

No Cost Learning Portfolio

Course Title	Code	Credits	Days	Dates	Cost
LGBTQ: The Power of Inclusion (Live Webinar / In-Person)	C7787W/ C7787	.3CEUs/4CPEs 3PDCs	½	In-Person: Feb 6; (9:00am-12:30pm) or (1:30pm-5:00pm) Live Webinar: Jan 10 (1:30pm-5:00pm) Mar 6 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
LGBTQ: The Power of Inclusion (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov)to request access to the training.				N/C
Sexual Harassment Prevention (Live Webinar)	C7965W	N/A	2 hrs	Daily Based on Demand	N/C
Sexual Harassment Prevention (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.				N/C
Conflicts of Interest (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.				N/C
Corruption Prevention Awareness (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.				N/C

NYC Specific Portfolio

Course Title	Code	Credits	Days	Dates	Cost
Cultural Awareness and Inclusivity					
Building an Inclusive Culture: Understanding Unconscious Bias (Live Webinar / In-Person)	C1078W/ C1078	.3CEUs/4CPEs 3PDCs	½	Live Webinar: Jan 9; Mar 5; In-Person: Apr 4 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
Creating a Culture of Inclusion, From Microaggressions to Microaffirmations (Live Webinar / In-Person)	C9583W/ C9583	.3CEUs/4CPEs 3PDCs	½	Live Webinar: Feb 23 (9:00am-12:30pm) In-Person: May 6 (9:00am-12:30pm)	N/C
Disability Awareness & Etiquette (Live Webinar)	C8022W	.15CEUs/2CPEs 1.5PDCs	1 ½ hrs	Feb 7 (10:30am-12:00pm); Apr 2 (10:30am-12:00pm);	N/C
Disability Awareness & Etiquette (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (Ccompliance@dcas.nyc.gov) to request access to the training.				N/C
Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees* (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (Ccompliance@dcas.nyc.gov) to request access to the training.				N/C
LGBTQ: The Power of Inclusion (Live Webinar / In-Person)	C7787W/ C7787	.3CEUs/4CPEs 3PDCs	½	In-Person: Feb 6; (9:00am-12:30pm) or (1:30pm-5:00pm) Live Webinar: Jan 10 (1:30pm-5:00pm) Mar 6 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
LGBTQ: The Power of Inclusion* (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (Ccompliance@dcas.nyc.gov) to request access to the training.				N/C

Course Title	Code	Credits	Days	Dates	Cost
Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations	C8606	.3CEUs/4CPEs 3PDCs	½	Apr 10 (9:00am-12:30pm)	N/C
Moving from Bystander to Upstander, What Would You Do? (Live Webinar / In-Person)	C9584W/ C9584	.3CEUs/4CPEs 3PDCs	½	Live Webinar: Mar 22 (9:00am-12:30pm) In-Person: May 24 (9:00am-12:30pm)	N/C
Reasonable Accommodation Procedural Guidelines (Live Webinar)	C7788W	.3CEUs/4CPEs 3PDCs	½	Jan 24; (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
Sexual Harassment Prevention* (Live Webinar)	C7965W	N/A	2 hrs	Daily Based on Demand	N/C
Sexual Harassment Prevention (eCourse)*	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (Ccompliance@dcas.nyc.gov) to request access to the training.				N/C
Structured Interviewing and Unconscious Bias (Live Webinar)	C7790W	.3CEUs/4CPEs 3PDCs	½	Jan 17 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
Structured Interviewing: Utilizing Follow-Up and Probing Questions (Live Webinar)	C8047W	.3CEUs/4CPEs 3PDCs	½	Jan 31 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
The Power of Words, Can We Talk? (Live Webinar / In-Person)	C9582W/ C9582	.6CEUs/8CPEs 6PDCs	1	Live Webinar: Apr 19 In-Person: Jun 25	N/C
*Mandated Citywide Trainings					
Professional Practices					
Energy Management Professionals: See Course Catalog, pages 50 for details					

Course Title	Code	Credits	Days	Dates	Cost
Procurement Professionals					
Conflicts of Interest Seminar for Procurement Professionals	P4002	.25CEUs	2 ½ hrs	Mar 6 (9:30am-12:00pm)	N/C
Mayor's Office of Contract Services Courses					
Competitive Sealed Bids	P6203M	.15CEUs	1½ hrs	Jan 25 (11:00am-12:30pm)	N/C
Emergency Purchase Method: Continued	P6217M	.15CEUs	1½ hrs	Jun 6 (11:00am-12:30pm)	N/C
Evaluation Process: Competitive Sealed Proposals	P6212M	.15CEUs	1½ hrs	Feb 22 (11:00am-12:30pm)	N/C
Human Service Contract Monitoring: Process and Principles	P6215M	.15CEUs	1½ hrs	May 2 (11:00am-12:30pm)	N/C
Local Law 63	P6213M	.15 CEUs	1 ½ hrs	Mar 14 (11:00am-12:30pm)	N/C
Performance Evaluation: Process and Principles	P6216M	.15 CEUs	1 ½ hrs	May 16 (11:00am-12:30pm)	N/C
Responsibility Determination: Process and Principles	P6214M	.15 CEUs	1 ½ hrs	Apr 18 (11:00am-12:30pm)	N/C
Small Business Services M/WBE Courses (Live Webinar)					
101: M/WBE Program Overview	P9045S	.15 CEUs	1 ½ hrs	Jan 11, Mar 14 or May 9 (1:00pm-2:30pm)	N/C
102: Identifying M/WBEs, incl Using the Online Directory	P9046S	.15CEUs	1½ hrs	Feb 8 or Jun 13 (1:00pm-2:30pm)	N/C

DCAS Citywide Learning & Development

Course Title	Code	Credits	Days	Dates	Cost
201: Incorporating the M/WBEs into the Procurement Process	P9049S	.15CEUs	1½ hrs	Mar 14 (3:00pm-4:30pm)	N/C
202: Best Practices for M/WBE Goal Setting	P9042S	.3CEUs	½	Apr 11 (1:30pm-4:30pm)	N/C
203: M/WBE Program Resources	P9048S	.15CEUs	1 ½ hrs	Jan 11 or May 9 (3:00pm-4:30pm)	N/C
204: Best Practices for M/WBE Networking and Outreach	P9050S	.15CEUs	1 ½ hrs	Feb 8 or Jun 13 (3:00pm-4:30pm)	N/C
Non-DCAS Opportunities					
CCHR Overview of the City Human Rights Law	C8164	.2CEUs/2.4CPEs 2PDCs	2 hrs	Jan 18; Apr 10; Jun 6 (10:00am-12:00pm)	N/C
Conflicts of Interest*	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (Ccompliance@dcas.nyc.gov) to request access to the training.				N/C
Corruption Prevention Awareness*	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (Ccompliance@dcas.nyc.gov) to request access to the training.				N/C
Online Records Management	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (Ccompliance@dcas.nyc.gov) to request access to the training.				N/C
*Mandated Citywide Trainings					

Training Logistics

What You Can Expect

How to Apply for Citywide Online Training

To apply for classes, participants must complete the DCAS Citywide Training Center (DCAS CTC) application located at the back of this catalog or on our website at www.nyc.gov/ctc. Applicants can use one form to apply for multiple courses.

Applications must be e-signed or electronically approved via email transaction by an immediate supervisor and submitted to your agency's designated agency training liaison. Please get in touch with your agency personnel officer for the name and contact information of the training liaison at your agency.

You may apply for courses offered by the Citywide L&D by following a few simple steps:

Step 1: Complete the required fields on the DCAS CTC Application at the end of this catalog. Please fill out the Training Applicant Information and Selected Course Information sections.

Step 2: Forward your completed DCAS CTC Application to your supervisor for approval/ authorization.

Step 3: Once your supervisor approves your application, they must forward it to your agency's training liaison, who then must submit the completed training request to the DCAS Citywide Training Center. (Note: The DCAS CTC will process training applications it receives from training liaisons under the assumption that liaisons have obtained all permissions needed for you to participate in the selected course(s), including your agency fiscal officer's approval if required).

After You Submit Your Training Application

Shortly after you submit your training application, you will receive a confirmation from your training liaison that your training request has been processed.

You will also receive instructions via email, including steps to log in, specific audio and computer requirements, and other relevant information from either your agency representative or the DCAS CTC and/or the vendor hosting the program.

The DCAS CTC will not process any applications sent directly from an individual employee and/or submitted without the required authorizing signatures.

The DCAS CTC will send confirmations for training to agency liaisons in advance of the course(s). Agency training liaisons are responsible for notifying employees about the classes and dates of training that have been confirmed.

Employees should not attend any class for which they did not receive a written confirmation.

Please contact your agency training liaison if you have questions about class confirmations.

Information for Training Liaisons

Mayoral and Non-mayoral agencies with access to NYCAPS must register staff for training through the NYCAPS training module.

Agencies that do not have access to NYCAPS may complete the CTC application and submit it via email to citywidetrainingcent@dcas.nyc.gov.

- Mayoral agencies must establish an Intra-City Budget Modification (MOD) with DCAS. Checks are not accepted from mayoral agencies. We advise all agencies to anticipate training needs and expenses at the beginning of each fiscal year and set up budget modifications with DCAS at that time. Once granted, invoices are sent to agencies, and your agency establishes the budget MOD. CTC draws down upon the allocated funds.

- Non-mayoral agencies must pay by check. Checks must be made payable to DCAS/ Citywide Training Center. Agency training liaison and/or the agency fiscal officer are responsible for ensuring that payment is made to DCAS before training.

Cancellation Policy

DCAS Citywide L&D must receive requests for cancellations or schedule changes in writing at least seven business days before the start of a confirmed class. Our IT classes [where a course code starts with the letter I] require at least 10 business days advance notice. This may be provided via email to citywidetrainingcent@dcas.nyc.gov.

Requests received without the required notice will result in a full-course fee charge. Agencies may designate a qualified participant for substitution up to the start of the class without penalty and must notify the DCAS CTC of the replacement in advance.

General Information

Course Formats

Open Enrollment Courses

DCAS CTC's open enrollment courses include participants from multiple agencies. Open enrollment courses are ideal for agencies that want to enroll one or more staff in a course rather than a specific agency class. Please note that course times will vary depending upon modality. Most webinars are offered in ½ day formats.

Agency-Specific Courses

To help agencies meet their unique training needs, the DCAS CTC can schedule catalog courses as agency-specific offerings upon request. In addition, if there are topics of interest to your agency, whether inside the catalog or not, that you would like developed into courses conducted exclusively for a group (10+) of your agency's employees, the DCAS CTC would be happy to speak with you about how we can help. For a nominal fee, agencies may request dedicated and/or customized workshops, scheduled at their convenience, for a group of employees. DCAS CTC's professional staff and facilitators are able and eager to develop and deliver new courses to achieve workforce training and professional development goals and objectives. If an agency has an appropriate training facility, the DCAS CTC, upon request, can deliver programs at on-site agency locations.

Please contact DCAS Citywide L&D at 212-386-0004 for information about the agency-specific course customization and fees or email us at citywidetrainingcent@dcas.nyc.gov.

Instructors

All DCAS CTC courses are led by highly qualified consultants from the government, academia, and the private sector. DCAS CTC in-house facilitators may also provide select learning content. Practitioners of the skills they teach, all DCAS CTC trainers bring a wealth of knowledge and experience in training City personnel that address City-specific issues and challenges. Instructors may not solicit sales or payments for books, articles, documents, or other materials in which they may have a proprietary interest, directly from any City of New York employee or agency/client during any activities related to a DCAS CTC program delivery.

Class Sizes

Some online courses have **limited enrollment** (20-25 participants maximum), similar to the enrollment caps in small, in-person sessions. Limited enrollment keeps class size to a manageable level for instructors and helps ensure a positive learning experience for program participants. For most online programs, registration is on a first-come, first-served

basis, and the DCAS CTC will send course registration confirmations to agency training liaisons in advance of the course(s). We recommend that you register early and contact your agency training liaison if you have questions about your course confirmation status.

Virtual Training (Live Webinars)

Although the DCAS CTC can support various platforms, our preferred virtual training platforms are *Microsoft Teams* and *Zoom*.

Differences Between Virtual and On-Site Training

Many things that make you successful in an online training program or class are the same things that make you successful in a traditional on-site class: participate and ask questions, listen, remain focused throughout the session, and complete course assignments. To participate successfully in online training, be sure to:

- Check that your computer and internet connection are working properly before the session begins.
- Read any pre-class instructions carefully regarding log-in and participation.

eCourses

An eCourse is Computer Based Training (CBT) that may be taken during an employee's own time onsite at a city work location. The courses are available at any time. Training Liaisons interested in eCourses for their staff should contact the DCAS CTC at citywidetrainingcent@dcas.nyc.gov for assistance with account set-up and eCourse deployment.

Transcripts and Certificates

DCAS CTC does not replace lost or damaged training certificates. Instead, a training participant can request a personal transcript with a list of courses they have taken.

City employees interested in personal transcripts of courses they've taken at the DCAS CTC can contact us at citywidetrainingcent@dcas.nyc.gov.

No food or beverages are permitted inside CTC classrooms.

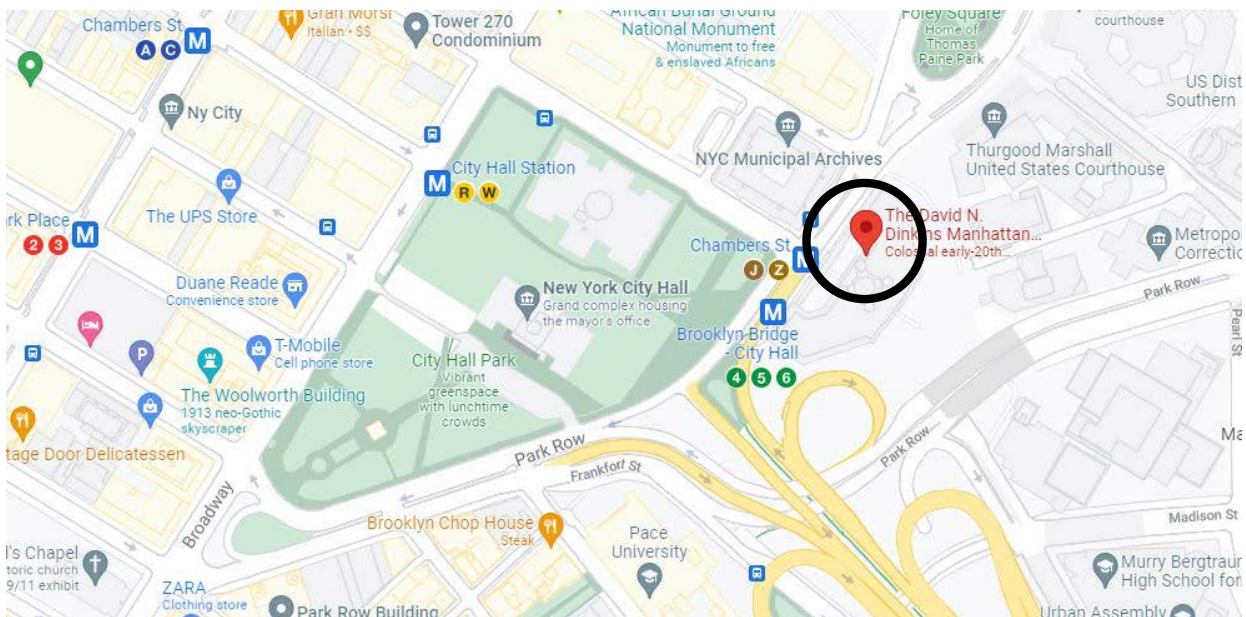## <u>Directions to the Citywide Training Center</u>

**The David N. Dinkins
Municipal Building
1 Centre Street, 24th Floor (South Side)
New York, NY 10007**

Closest Subway Lines:
- 4/5/6 to Brooklyn Bridge-City Hall
- J/Z to Chambers Street-Centre Street
- R to City Hall
- A/C to Chambers Street-Church Street

Closest Bus Routes:
- M22
- M15

Accreditation

The DCAS CTC is an authorized provider of Continuing Education Units (CEUs) and professional development credits from various accreditation associations:

International Association for Continuing Education and Training (IACET)

DCAS NYC Citywide Training Center has been credentialed as an Accredited Provider by the International Association for Continuing Education and Training (IACET). In obtaining this accreditation, the DCAS NYC Citywide Training Center has demonstrated that it complies with the ANSI/IACET Standard, which is recognized internationally as a standard of good practice. Because of the Accredited Provider status, DCAS NYC Citywide Training Center is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET Standard.

Society for Human Resources Management (SHRM)

New York City Department of Citywide Administrative Services – Citywide Training Center is recognized by SHRM to offer SHRM-CP or SHRM-SCP professional development credits (PDCs). City employees with SHRM credentials must submit requests to receive SHRM PDCs to the Citywide Training Center at least 2 weeks prior to the training session start date. For more information about certification or recertification, please visit shrmcertification.org.

Continuing Professional Education Credits (CPEs)

The DCAS Citywide Training Center is registered as a sponsor of Continuing Professional Education Credits (CPEs) with the New York State Board of Public Accountancy; sponsor ID number: 002483. One CPE is earned for every 50 minutes of classroom instruction.

COIB Continuing Legal Education (CLE) Credits

In collaboration with the NYC Conflicts of Interest Board (COIB), the Citywide Training Center offers a series of workshops that focus on Chapter 68 of the New York City Charter and the issues related to conflicts of interest. Continuing legal education (CLE) credit for participation is provided through the NYC Conflicts of Interest Board.

Application Form

Contact the CTC at:

1 Centre Street, 24th Floor (South Side)
New York, NY 10007
212.386.0005 or 212.386.6425 - phone
212.313.3439 - fax
citywidetrainingcent@dcas.nyc.gov
www.nyc.gov/ctc

NYC Department of Citywide Administrative Services | Citywide Training Center (CTC)

Application

DCAS CTC Office Use Only	
Input Date	**Initials**

Training Applicant Information

Please complete all fields. The employee reference number can be found on your paystub. It is not your social security number. First-time non-City applicants can leave this blank and will be assigned a DCAS CTC ID number after registration. If you need help obtaining any information in this section, please contact your training liaison for assistance.

Employee Reference Number (See Paystub)	Employee Affiliation: (Check One) City State Federal Non-Gov.	Today's Date
Last Name	First Name	Middle Initial
Civil Service Title	Office Title	
Agency Name	Agency Code	I have changed agencies within the last two years Yes No
Division/Work Unit	Work Address (full)	
Work Phone	Work Fax	
Work Email	Personal Email	

Optional Applicant Information

Gender

Female or Woman	Non-binary (not female/woman or male/man)	Unknown/I choose not to disclose
Male or Man	Other (a gender not listed)	

Are you Hispanic?	What is your race?	
Yes	Asian	I do not want to disclose
No	Black	Two or more races
	White	
I do not want to disclose	American Indian or Alaskan Native	

Selected Course Information

Please complete all fields. Courses selected should be from the current DCAS Citywide Training Center Class Schedule. Contact your agency training liaison for additional course information.

Course Code	Course Title	Course Dates	Days	Cost
1				
2				
3				
4				

DCAS Citywide Training Center Confirmation/Cancellation Policy

1. Your agency training liaison will notify you of your confirmation to attend the class(es) for which you have registered. You should not attend a class for which you have not received a confirmation. If you have not received a confirmation, check with your liaison. No food or beverages are permitted in classrooms.
2. Requests for cancellations or scheduling must be received in writing at least 7 business days prior to the start of a confirmed class. Requests received without the required notice will result in a full-course fee charge. Agencies may designate a qualified participant for substitution up to the commencement of the class without penalty.

Applicant Signature

_____   _____
                Applicant Signature   Date

After Completing Application

1) Forward this completed application to your immediate supervisor for signature and authorization.

2) Your supervisor must then forward this completed application to the appropriate agency training liaison for processing.

3) If the training is at a cost, the agency training liaison must then forward the application to the agency fiscal officer or designee for fiscal authorization.

4) The agency training liaison must then sign and forward the completed and authorized application to the DCAS CTC.

*Note: The DCAS CTC will process applications under the assumption that Training Liaisons have obtained all necessary permissions.

Supervisor's Authorization

Supervisor's Name (Print)		Title	
Work Phone	Work Fax		Work Email

By my signature, I certify that this employee is authorized for training in the course(s) requested and confirm that this employee has taken, where applicable, the prerequisite basic courses and/or has demonstrated the skill necessary to participate successfully in advanced-level coursework. Additionally, I understand that this employee is excused from normal work assignments during the hours of training and is required to attend the training course(s), as scheduled, once DCAS CTC registration confirmation is received by the Agency Training Liaison.

_____   _____
                Supervisor Signature   Date

Fiscal Officer or Title Designee's Authorization

Fiscal Officer or Title Designee's Name (Print)		Title
Work Phone	Work Fax	Work Email

By my signature, I certify that funding in the appropriate budget/object codes is available for the training requested and that all training costs will be paid in accordance with DCAS Citywide Training Center payment procedures.

_____   _____
                Fiscal Officer Signature   Date

Agency Training Liaison Authorization

Agency Training Liaison Name (Print)		Title
Work Phone	Work Fax	Work Email

By my signature, I certify that I have reviewed this for content and completeness.

_____   _____
          Agency Training Liaison Signature   Date

Additional Information

The NYC Department of Citywide Administrative Services (DCAS) is committed to Equal Employment Opportunity (EEO) and a policy of non-discrimination in the employment, development, advancement and treatment of City employees.

DCAS will provide reasonable accommodations to employees with disabilities who need and request such accommodations.

If you require accommodation or support service, please call us at (212) 386-0005 or email us at citywidetrainingcent@dcas.nyc.gov.

DCAS Citywide Training Center

1 Centre Street, 24th Floor South | New York, NY 10007

Phone: 212-386-0005 | Email: citywidetrainingcent@dcas.nyc.gov

DCAS

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