



NYC SPECIFIC PORTFOLIO

L&D has partnered with City agencies to present programs to provide the resources and knowledge that are specific to all New York City agencies in areas such as Emergency Management, Conflicts of Interest, M/WBE Purchasing, Customer Service, and Diversity and Inclusion.

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CONFLICTS OF INTEREST BOARD (COIB) SEMINARS



In cooperation with the NYC Conflicts of Interest Board, L&D offers a series of workshops focusing 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.

Special Topics in Chapter 68 of the City Charter: Gifts

Gifts are a particularly prominent issue when discussing Chapter 68 of the City Charter, New York City's "Ethics Law." This class, good for 1.5 hours of CLE credit in Ethics and Professionalism, familiarizes attorneys sections of Chapter 68 the deal with gifts, relevant Board rules, advisory opinions, and enforcement dispositions. It attempts to give both a broad overview of the topic and also specific detail on the Board's answers to the questions attorneys most frequently tend to ask about gifts and Chapter 68 compliance.

Target Audience: Attorneys employed by the City of New York

Course Code: C9070

Days of Training: 1.5 hours

Dates: Apr 28 (10:00a—11:30a)

Cost: N/C

CLEs: 1.5

Special Topics in Chapter 68 of the City Charter: Post-Employment

Post-employment is a major area of concern in public integrity. So-called “revolving door” issues can be crippling to the reputation and mission of a government agency. Chapter 68 of the New York City Charter has a number of restrictions on former public servants relating to this topic. This class, good for 2 hours of CLE credit in Ethics and Professionalism, familiarizes attorneys with sections of Chapter 68 that deal with the post-employment, relevant Board rules, advisory opinions, and enforcement dispositions. It attempts to give both a broad overview of the topic and also specific detail on the Board’s answers to the questions attorneys most frequently tend to ask about post-employment issues and Chapter 68 compliance.

Target Audience: Attorneys employed by the City of New York

Course Code: C9072

Days of Training: 1.5 hours

Dates: Mar 24 (10:00a-11:30a)

Cost: N/C

CLEs: 1.5

What Every Attorney Should Know About Chapter 68 of the City Charter

This workshop, taught by Conflicts of Interest Board (COIB) Training and Education professionals and COIB attorneys, provides the City attorneys an overview of what they need to know about the NYC Conflicts of Interest Law. Attorneys who attend this class will receive two (2) Continuing Legal Education (CLE) credits.

Objectives:

- Chapter 68: Understand the basis and purpose of the law
- Review basic requirements of the law
- Learn COIB structure and responsibilities
- Discuss private practice while employed as a City attorney
- Define situations and conditions which could be deemed as unethical and a conflict of interest
- Discuss recent changes in the law, recent advisory opinions, and enforcement cases

Target Audience: Attorneys employed by the City of New York

Course Code: C9058

Days of Training: 2 hours

Dates: Feb 17 (10:00a—12:00p)

Cost: N/C

CLEs: 2

DIVERSITY & INCLUSION COURSES

Building an Inclusive Culture: *Understanding Unconscious Bias*

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.

Target Audience: Staff at all levels

Course Code: C1078

Days of Training: 1/2 day

Date: Jan 18, Jan 19, Jan 25, Feb 14, Feb 28, Mar 21, Apr 6 (9:00a-12:30p) or (1:30p-5:00p)

Cost: N/C

CEUs/CPEs: .3/4

Conflict Resolution Strategies for the Culturally Diverse Workplace

Conflict, strife, and opposing points of view are part of the workplace and part of life—and you can't change that. But you can change the way you react to and manage conflict when it does occur. Meet conflict and disagreement head-on and reach a positive outcome for everyone involved. After this interactive and dynamic session, you will experience a positive change in yourself – a shift to a new perspective. Discover what it takes to keep your own cool—and prevent others from losing theirs!

Objectives:

- Recognize the eight root causes of conflict that help you understand what's really bugging you and others
- Discover your conflict management style and be able to adapt your style for all types of conflicts
- Raise awareness about cultural differences in the workplace and its impact
- Discuss real world case scenarios and practice conflict resolution techniques.

Target Audience: Managers/Supervisors

Course Code: C7823

Days of Training: 1/2 day

Date: Feb 7, Mar 7, May 16, June 20 (9:00a-12:30p) or (1:30p-5:00p)

Cost: N/C

CEUs/CPEs: .3/4

Diversity and Equal Employment Opportunity Basic Training

This training will review the City's Equal Employment Opportunity (EEO) Policy and its obligations under federal, state and city antidiscrimination laws and procedures, as well as the City's commitment to Diversity and Inclusion (D/I). This training will also foster understanding of the City's EEO obligations under Policy, procedure and law, as well as develop/enhance participants' EEO and D/I competencies.

Target Audience: New Equal Employment Opportunity (EEO) Professionals or EEO Professionals requiring a 'refresher' course

Course Code: C7824

Days of Training: 5

Date: Apr 25, Apr 26, Apr 27, May 2 and May 4

Cost: N/C

CEUs/CPEs: .3/4

Continuing Legal Credits (CLEs) available for those who qualify.

Everybody Matters (Full Day)

The City of New York is committed to serving its constituents most effectively by continuing to employ people of all backgrounds. We are proud that our employees represent a full spectrum of diverse backgrounds (i.e. cultural, ethnic, generational, religious, etc.) which mirror the community at large. We are committed to creating an innovative environment where people can be authentic and feel included and at the same time understand how to manage conflict across lines of difference. To this end, we are launching Everybody Matters, a citywide Diversity & Inclusion education initiative. This education experience will assist you in becoming an effective leader and influencer whether you are a manager or an individual contributor. The course is highly interactive.

Objectives:

- Develop inclusive behaviors and leadership skills that will create an environment where all employees feel valued, included, and engaged
- Utilize your skill set to better serve the vast diversity on all NYC communities
- Draw upon personal experiences to gain insight about inclusion

Target Audience: Managers and supervisors who want to enhance their effectiveness and influencing skills

Course Code: C1075

Days of Training: 1

Date: Mar 16

Cost: N/C

CEUs/CPEs: .6/8

Everybody Matters (1/2 day)

The City of New York is committed to serving its constituents most effectively by continuing to employ people of all backgrounds. We are proud that our employees represent a full spectrum of diverse backgrounds (i.e. cultural, ethnic, generational, religious, etc.) which mirror the community at large. We are committed to creating an innovative environment where people can be authentic and feel included and at the same time understand how to manage conflict across lines of difference. Everybody Matters is a highly interactive training experience designed to develop the inclusive leadership skills required for today's managers and individual contributors to be successful in leading a diverse employee team/department. The tools provided will assist participants, whether manager or individual contributor, to lead inclusively wherever they may be operating in the organization.

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 about inclusion

Target Audience: All employees who want to enhance their awareness of diversity and inclusion and its impact on employee work productivity, sustainability, and overall organizational engagement

Course Code: C1077

Days of Training: 1/2 day

Date: Feb 9, May 10 (9:00a-12:30p) or (1:30p - 5:00p)

Cost: N/C

LGBT: Are You Ready for the "T" – Creating an Inclusive Culture for Transgender Employees

This training will educate participants on the correct terminology, legislation and future trends regarding the LGBT community and employees in the workplace. Participants will also receive education on LGBT relevant issues, such as, gender reassignment, rest room accommodations and dress codes, as well as best practices guidance on creating an open and inclusive work environment.

Target Audience: Staff at all levels

Course Code: C7787

Days of Training: 1/2 day

Date: Jan 27, Jan 30, Feb 22, Feb 23, Mar 22, Mar 23 (9:00a-12:30p) or (1:30p-5:00p)

Cost: N/C

CEUs/CPEs: .3/4

Straight Talk: LGBTQ Community at Work

This training will feature a guided discussion among participants on the myths versus facts about the LGBTQ community/employees in the workplace, and facilitate participants deepening their understanding of the emotional impact of being a member of the LGBTQ community, through interactive exercises, video and presentation. This training will equip participants with best practice guidance on how to create and promote an open and inclusive work environment for LGBTQ persons.

Target Audience: Staff at all levels

Course Code: C7789

Days of Training: 1/2 day

Date: June 27, June 28 (9:00a-12:30p) or (1:30p-5:00p)

Cost: N/C

CEUs/CPEs: .3/4

Structured Interviewing and Unconscious Bias

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).

Target Audience: Hiring managers and supervisors

Course Code: C7790

Days of Training: 1/2 day

Date: Jan 17, Feb 13, Feb 21, Mar 15, May 23, June 13 (9:00a-12:30p) or (1:30p-5:00p)

Cost: N/C

CEUs/CPEs: .3/4



EMERGENCY MANAGEMENT CERTIFICATE PROGRAM

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

The suite of classroom and 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, or in the City's Emergency Operations Center (EOC), however all City employees are eligible to participate with their supervisor's approval.

CERTIFICATE OBJECTIVES INCLUDE:

- Educate and train government employees on emergency management principles
- Explain Citywide Incident Management System (CIMS) Protocol and its application 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

In addition to classroom and online study, participants will engage in a culminating tabletop exercise with other program participants. Participants will have the opportunity to draw upon the knowledge that they have learned throughout the year and represent their agency in a tabletop exercise focused on an emergency scenario.

TIMELINE:

Participants will have a year to complete the suite of required classes, including the culminating tabletop exercise, from the designated cohort start date. The flexible nature of this program allows participants to enroll in courses at their convenience because they are offered multiple times throughout the year. The program will be headquartered at NYCEM, 165 Cadman Plaza East Brooklyn, NY 11201 where classes will generally be conducted.

REGISTRATION PROCESS:

Please email NYCEMAcademy@oem.nyc.gov for an application form if you are interested in participating in this program. Upon completion of the Emergency Management Certificate Program, you will receive a signed certificate of completion from NYCEM's Commissioner.



M/WBE PROGRAM REVIEW AND UPDATES

Best Practices for Identifying M/WBEs

This course will provide the M/WBE program overview (Local Law 1; OneNYC), information on certification, the Online Directory, resources and best practices for identifying M/WBEs.

Objectives:

- Understand the M/WBE program (LL1; OneNYC) and how to increase M/WBE utilization with the agency.

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

Course Code: P9007S

Days of Training: 1/2 day

Date: Jan 12, Apr 13 (9:30am-12:30pm)

Cost: N/C

CEUs: .3

How to Prepare for the Citywide Procurement Fair

This course will provide an overview of the M/WBE Program Requirements, navigating the Online Directory of Certified Businesses, engaging businesses at the Procurement Fair, and information on the City's certification programs, resources.

Objectives:

- Understand the M/WBE Program requirements and preparation for connecting with businesses during the Citywide Procurement Fair.

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

Course Code: P9014S

Days of Training: 1/2 day

Date: May 11(9:30am-12:30pm)

Cost: N/C

CEUs: .3

M/WBE Compliance and Goal Setting

This course will provide the M/WBE program overview (Local Law 1; OneNYC), information on certification, the Online Directory, and resources

Objectives:

- Understand the M/WBE program (LL1; OneNYC) and how to increase M/WBE utilization with the agency.

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

Course Code: P9018S

Days of Training: 1/2 day

Date: Mar 9 (9:30am-12:30pm)

Cost: N/C

CEUs: .3

M/WBE Utilization and Performance

Review: FY17 Q1

This course will provide an overview of the M/WBE Program Requirements, The City's FY 2017 Q1 Performance data, navigating the Online Directory of Certified Businesses and information on the City's certification programs, resources, and best practices for identifying M/WBEs.

Objectives:

- Understand the M/WBE Program requirements, the City's FY 2017 Q1 M/WBE Utilization and how to increase an agency's M/WBE utilization.

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

Course Code: P9019S

Days of Training: 1/2 day

Date: Feb 9 (9:30a-12:30p)

Cost: N/C

CEUs: .3

Preparing the FY18 M/WBE Utilization Plan and Setting Goals

This course will provide an overview of the M/WBE Program Requirements, navigating the Online Directory of Certified Businesses, set goals for preparation of utilization plan and information on the City's certification programs, resources.

Objectives:

- Understand the M/WBE Program requirements and how to prepare the annual utilization plan.

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

Course Code: P9020S

Days of Training: 1/2 day

Date: June 8 (9:30a-12:30p)

Cost: N/C

CEUs: .3