

Public Service Workshops Program



Providing Professional Development and Training for New York State Employees Since 1983.

Agency PSWP Liaison Workshop Request

PSWP workshops are tailored to the diverse professional development needs of PEF-represented and M/C employees and aligned with New York State agency goals. The PSWP Liaison serves as the agency's primary contact with PSWP. Please use this form to request the development of a workshop.

Agency requests for workshops will be evaluated by the PSWP Advisory Committee, which is comprised of representatives from GOER and PEF. The committee will review requests at meetings that are held every three to four weeks. The review process generally takes at least two months and may take longer depending on the type of request and associated cost. Please plan accordingly because the committee must make a final determination before any requests can be approved.

NOTE: Please complete one form for each offering; i.e., if requesting delivery at two locations, complete one request for each. You can also submit this form online at <http://www.pswp.info/requestTopic.cfm>.

Date of Request: _____

Liaison Name: _____ Title: _____

Reviewed and Approved

Agency: _____

Street: _____ City/Zip: _____

E-mail: _____ Work Phone: _____

If there is a subject matter contact for this workshop, please complete the following section.

Reviewed and Approved

Name: _____ Title: _____

Agency: _____ Facility: _____

Street: _____ City/Zip: _____

E-mail: _____ Work Phone: _____

What is your suggested workshop title? _____

What level of customization would you prefer?

- a) None (provide just like open enrollment) b) Some/minimal (use relevant case studies or data sets only)
- c) More/moderate (some minor curriculum revision) d) Most/high (highly customized, requires curriculum sign-off and additional PSWP Curriculum Revision form)

Note: If you check b, c, or d—you must have Subject Matter Contact listed above.

The Public Service Workshops Program (PSWP) is funded through the negotiated Agreement between the State of New York and the Public Employees Federation (PEF) and through additional Management/Confidential funds. The program is administered by the Professional Development Program (PDP) of the Nelson A. Rockefeller College of Public Affairs and Policy, University at Albany, under a contract with the Governor's Office of Employee Relations (GOER).

Where would you like this workshop to be delivered, including city and facility? If the request is for delivery on-site, please describe the training room and available A/V equipment. _____

What is the need for this workshop and how did you identify this need? _____

How will this workshop benefit your PEF-represented or M/C employees and your agency? _____

What will your agency do to support this workshop (e.g. provide training space)? _____

How many PEF-represented and/or M/C employees will attend this workshop and what are their job titles? _____

Which job titles require Continuing Education Units (CEUs) and what type of CEUs are required (e.g. CLEs, PDHs, etc.)? _____

What is your preferred timeframe for scheduling this workshop? _____

Do you have any other comments you'd like to make on this workshop? _____

Thank you for your input. PSWP staff will follow up with you to determine how best to meet your agency's professional development needs.

Please mail this form to: Professional Development Program
Public Service Workshops Program
University at Administration Building, Room 312
1400 Washington Avenue, Albany, NY 12222

Or fax to: (518) 472-5969

You can also contact us at: (518) 956-7923 Toll Free: (866) 431-1592
E-mail: PSWPHelp@pdp.albany.edu