



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.

Course Code: C9070

Days of Training: 1.5 hours

Dates: Sept 26 (10:00a—11:30a)

Cost: N/C

CLEs/CEUs: 1.5/.15

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: P1006

Days of Training: 1.5 hours

Dates: Nov 14 (10:00a—11:30a)

Cost: N/C

CLEs/CEUs: 1.5/.15

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: Oct 31 (10:00a—12:00p)

Cost: N/C

CLEs/CEUs: 2/.2

DIVERSITY & INCLUSION COURSES

Everybody Matters

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: Oct 16, Dec 11

Cost: N/C

CEUs/CPEs: .6/8

Everybody Matters (1/2 day)

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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

Date: Nov 13 (9:00a-12:30p)

Cost: N/C



EMERGENCY MANAGEMENT CERTIFICATE PROGRAM

The Emergency Management Certificate Program introduces City managers and supervisors 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 Office of Emergency Management (OEM) employees and the emergency management community.

AUDIENCE:

The Emergency Management Certificate Program is designed for managers and supervisors from a variety of disciplines but specifically for those who might support emergency operations in their home agency, in the field, or in the City's Emergency Operations Center (EOC).

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 experience with their cohort. 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 OEM, 165 Cadman Plaza East Brooklyn, NY 11201 where classes will generally be conducted.

REGISTRATION PROCESS:

Please email training@oem.nyc.gov for an application form if you are interested in participating in this program. If selected to participate, you must attend the orientation session. Upon completion of the Emergency Management Certificate Program, you will receive a signed certificate of completion from OEM's Commissioner.

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SMALL BUSINESS SERVICES M/WBE COURSES

In cooperation with the Department of Small Business Services, Citywide Learning & Development offers training on the M/WBE (Minority/Women-owned Business Enterprise) Program. In support of Local Law 129 of 2005 and Local Law 1 of 2013, the training includes program administration, utilization, compliance, and capacity building and best practices.

M/WBE Program Review and Updates

In this course, participants will be presented with an overview of M/WBE program certification requirements.

Objectives:

- Agency subcontractor program administration requirements and best practices
- Prime contractor goals
- Subcontractor goals
- Monitoring compliance
- SBS annual audit
- Tracking for LL 129
- Tracking reports
- Anecdotal data
- Utilization reports

Target Audience: Appropriate for contract compliance officers, procurement officers, ACCOs, project managers, Engineering Audit Officers, On-site Engineers, and other program staff involved in contract administration for construction or consultant contracts

Course Code: P9002S

Days of Training: 1/2 day

Dates: Sept 11, Oct 9, Dec 11, Jan 8 (9:30am - 12:30pm)

Cost: N/C

CEUs: .3