

CAPACITY BUILDING CALENDAR • SPRING 2015

Analyze • Evaluate
Reflect • Learn • Practice
Grow • Study • Network
Practice • Grow • Build
Network • Think

Reflect • Learn • Practice
Develop • Grow • Investigate
Network • Build • Test • Think
Prepare • WondShare • Coach
Evaluate Design • Inspiration
Change • Analyze

Study • Pilot • Practice
Inquire • Network • Build
Test • Study • Listen Prepare
Analyze • Learn • Practice
Strategize • Share



PROFESSIONAL DEVELOPMENT OPPORTUNITIES



Bill de Blasio
Mayor

**Department of
Youth & Community
Development**

Bill Chong
Commissioner

CAPACITY BUILDING BACKGROUND

Over the past decade, the Department of Youth and Community Development (DYCD) has invested in nonprofit capacity building to maximize the impact of its funding and ensure positive outcomes for youth and families. This resulted in hundreds of organizations and thousands of nonprofit staff receiving a range of technical assistance services, such as:

- Organizational **consulting** on topics such as board development and financial management
- **Training** on key topics in youth and family services, such as youth development, STEM, classroom management, career readiness, case management, trauma-informed practices, serving LGBTQ youth
- **Creation of resources** for front-line staff and supervisors

DYCD leverages the expertise of leaders in the fields of out-of-school time, youth engagement, workforce development, mentoring, mental health services, and organizational development to support nonprofits and their staff. Following are DYCD's current technical assistance providers:

Community Resource Exchange	Ramapo for Children
Development Without Limits	Planned Parenthood NY
Mental Health Association of NYC	The After School Corporation
Mentoring Partnership of New York	Support Center for Nonprofit Management
Nonprofit Help Desk	Workforce Professionals Training Institute
Partnership for After School Education	Youth Development Institute
Fiscal Management Associates	Mentoring Partnership of New York
Literacy Assistance Center	Rescue Social Change Group

How to choose training:

DYCD trains approximately 5,000 people every year through 20-30 workshops a month. The choices can be overwhelming. Here's a quick guide to help you make the best of this opportunity:

1. Make sure the training is appropriate to you or your team's experience and/or staff level. Our consultants create trainings that can be applicable to anyone or for specific staff roles such as education coordinators or caseworkers. Check under "Target Audience" for each listing.
2. Identify how training is related to your organizational and/or employee needs. Several trainings fulfil School-Age Child Care (SACC) license requirements, which help afterschool programs maintain their license, while other trainings strengthen the entire organization. Share the calendar with your team and make a decision together.
3. Once training is completed, assess the effect it has had on the employee's performance. Set up a meeting with employees immediately after training to "debrief" them.
4. Not all programmatic or organizational challenges can be solved through training. Considering using one of one of our TA Providers for on-site consulting. Consulting services are subsidized for DYCD-funded organizations. Email us at CapacityBuilding capacitybuilding@dycd.nyc.gov for more info.

PLEASE NOTE: If you cannot attend a workshop after you've registered, inform the TA Provider at least 48 hours in advance. Failure to comply may result in your organization being waitlisted for future workshops.

2015 Spring Calendar - April

Monday	Tuesday	Wednesday	Thursday	Friday
	<i>Note: In addition to the workshops below, DYCD offers a number of intensive professional and leadership development opportunities. Details can be found on page 19. All resources are free to DYCD-funded programs.</i>			
		1	2	3
		ELL Strategies Technology and Social Media in Out-of-School Youth Programs Strategies for Successful Supervision (2 of 3 sessions) The Collaborative Leader		Program Directors New to DYCD (1 of 4 sessions)
6	7	8	9	10
Managing Rapid Growth (1 of 3 sessions)	Become a Fearless Speaker Building Effective Partnerships DYCD Online 101: Middle School	DYCD Online 101: Elementary TASC Readiness: Reading	DYCD Online 201 The Mindful Leader	The Numbers Don't Lie
13	14	15	16	17
Motivational Interviewing With Youth Circle for Middle School Program Managers with 5 or more sites (2 of 4 sessions) Managing Change Within an Agency (3 of 3 sessions)	Managing Mentorship Expectations TIPPS (4 of 6 sessions) TASC Readiness: Writing Creating Safe & Welcoming Programs for Middle School Students	Body Image & Sexuality People Before Words TASC Readiness: Social Studies When Relationships Feel Dangerous	Engineering Adventures: Go Green Building Successful Collaborations and Coalitions (1 of 3 sessions) Coaching Mindset: Building Learning Agility to Maintain Organizational Sustainability (3 of 6 sessions) Young Nonprofit Professionals (2 of 4 sessions)	Dreaded Conversations Cultivating Curiosity Resource Expo 2015
20	21	22	23	24
Managing Rapid Growth (2 of 3 sessions) Supporting Literacy in STEM	Reviewing and Practicing Case Management Documentation Understanding Triggers Writing Winning Grant Proposals	Effective Group Facilitation (1 of 2 sessions) Opening Up: Compassionate Communication with Youth about Racial Trauma	STEM Strategy Training When Dating Feels Dangerous Delegation: Have I Got a Job for You Effective Group Facilitation (2 of 2 sessions)	Designing a Quality Mentoring Program The Collaborative Leader Program Directors New to DYCD (2 of 4 sessions)
27	28	29	30	
How Can We Work Better Together?	Promoting Youth Participation (1 of 2 sessions) The Whole Leader	Engaging Youth in Work Readiness Serving LGBTQ Youth: Beyond the Basics Summer Camp Director's Cohort (1 of 3 sessions) Promoting Youth Participation (2 of 2 sessions)	Coaching Mindset: Building Learning Agility to Maintain Organizational Sustainability (4 of 6 sessions) Effective Human Resource Management & Planning (2 of 3 sessions) Building Successful Collaborations and Coalitions (2 of 3 sessions)	

Weekend Events

4.18 Most Wanted Birds

2015 Spring Calendar - May

Monday	Tuesday	Wednesday	Thursday	Friday
<i>Note: In addition to the workshops below, DYCD offers a number of intensive professional and leadership development opportunities. Details can be found on page 19. All resources are free to DYCD-funded programs.</i>				
				1
				TASC Readiness: Science
4	5	6	7	8
Managing Rapid Growth (3 of 3 sessions)	TIPPS (5 of 6 sessions) Advanced Skills in Strength-Based Practice Best Practices in Literacy Building Evaluation Capacity Within Your Organization DYCD Online 101: Middle School The Mindful Leader	TASC Readiness: Math Summer Camp Director's Cohort (2 of 3 Sessions) DYCD Online 101: Elementary Strategies for Successful Supervision (3 of 3 sessions) TASC Readiness: Math	DYCD Online 201 Managing Difficult Behavior	Summer Camp Director's Cohort (1 of 3 Sessions)
11	12	13	14	15
Circle for Middle School Program Managers with 5 or more sites (3 of 4 sessions)	The Networked Leader	Summer Camp Director's Cohort (3 of 3 Sessions) Fostering Change from Within	STEM 201 Coaching Mindset: Building Learning Agility to Maintain Organizational Sustainability (5 of 6 sessions) Summer Camp Director's Cohort (1 of 3 Sessions) Young Nonprofit Professionals (3 of 4 sessions)	TABE Test Administrators' Training Summer Camp Director's Cohort (2 of 3 Sessions) Program Directors New to DYCD (3 of 4 sessions)
18	19	20	21	22
Designing a Quality Mentoring Program using the Elements of Effective Practice Learning From This Year, Planning for Next Year (1 of 3 sessions)	Workforce and HSE Curriculum Development for Literacy Instruction Building Supervisory Relationships	Game Changers for Engaging and Managing Youth in Middle School Programs	Effective Human Resource Management and Planning Summer Camp Director's Cohort (2 of 3 Sessions) When Helping Hurts	Summer Camp Director's Cohort (3 of 3 Sessions) Building Successful Collaborations and Coalitions (3 of 3 sessions)
25	26	27	28	29
	The Collaborative Leader	Coaching Youth through the Employment Continuum The Whole Leader Understanding Triggers	Coaching Mindset: Building Learning Agility to Maintain Organizational Sustainability (6 of 6 sessions) Summer Camp Director's Cohort (3 of 3 Sessions)	

2015 Spring Calendar - June

Monday	Tuesday	Wednesday	Thursday	Friday
	<i>Note: In addition to the workshops below, DYCD offers a number of intensive professional and leadership development opportunities. Details can be found on page 19. All resources are free to DYCD-funded programs.</i>			
1	2	3	4	5
Learning From This Year, Planning for Next Year (2 of 3 sessions)	TIPPS (6 of 6 sessions)	Managing Difficult Behavior		Successful Community Engagement and Outreach
8	9	10	11	12
Surveys for Nonprofits	Performance Reviews	Managing Difficult Behavior for Summer Camp Line Staff Leading with Confidence 201 The Networked Leader	Strategies for Avoiding and De-Escalating Conflict	After School Conservation Club
15	16	17	18	19
Learning from This Year, Planning for Next Year Circle for Middle School Program Managers with 5 or More sites (4 of 4 sessions)	Designing a Quality Mentoring Program Using the Elements of Effective Practice Workplace Excellence		Leadership styles: Know Your Own, Work with Others Young Nonprofit Professionals (4 of 4 sessions)	The Board: What Can I do About it? Program Directors New to DYCD (4 of 4 sessions)
22	23	24	25	26
		Youth & Self Direction in the Job Search The Collaborative Leader		
29	30			

Advanced Skills in Strength-Based Practice: Creating Positive Change - Motivational Interviewing and Youth

Provider: Mental Health Association of NYC (MHA-NYC)

Time commitment: Half-day workshop

Date: 5.5 at 10:00am

Location: 52 Broadway, 19th Floor, Room A, New York, NY 10004

Target audience: Supervisory and direct line staff

To register: <http://AdvancedMI.eventbrite.com>

Using video, role plays, and scenarios, examine the guiding principles of an approach called Motivational Interviewing. You will learn how to plan interventions that meet youth where they are and help them move forward in their life. Build skills to facilitate conversations with young people that decrease their ambivalence and build motivation for positive change.

The After School Conservation Club Curriculum

Provider: The After School Corporation (TASC) and the NYS Department of Environmental Conservation (DEC)

Time commitment: Half-day workshop

Date: 6.12 at 10:00am

Location: TASC, 1440 Broadway, 16th Floor, New York, NY 10018

Target audience: Line staff, education coordinators, site directors

To register: CLOSED

The After School Conservation Club (ASCC) is a curriculum developed in partnership with United Neighborhood Houses (UNH), TASC and New York State Department of Environmental Conservation (DEC). The curriculum helps after school programs expose their youth in grades 3-5 to the wonder of the natural environment. Programs receive training, materials for one group of 25 children, and technical assistance from DEC staff members.

Become a Fearless Public Speaker

Provider: Support Center for Nonprofit Management

Time commitment: Half-day workshop

Date: 4.7 at 3:00pm

Location: Support Center, 42 Broadway, 20th Fl. New York, NY 10004

Target Audience: Anyone whose role requires public speaking

To register:

http://supportcenteronline.force.com/apex/EventDetailPage?event=7ytMnY1Io_2Fa_2B4e1syaV2uQ_3D_3D *Please use the code **DYCD** when registering.*

Participants will be introduced to the techniques, tips, and tricks to help them become fearless public speakers. This workshop will cover how to organize ideas to get a message across, how to channel nerves into energized presentations, how to persuade and influence the listener, and how to develop a vibrant delivery style. In a spirited and friendly environment, participants will engage in a series of exercises, games and speaking opportunities designed to build confidence, capture an audience, and entertain. If you are currently working on a presentation, please bring that to the workshop. In this workshop, participants will practice behavioral techniques that will, over time, enable them to more effectively channel nerves, reduce extreme anxiety, and overcome public speaking fears

Best Practices in Literacy Instruction for Workforce Development and High School Equivalency (HSE) Prep

Provider: Literacy Assistance Center (LAC)

Time commitment: Half-day workshop

Date: 5.5 at 1:00pm

Location: LAC, 445 5th Ave, Level C, New York, NY 10016

Target audience: Program managers, teachers

To register: <https://www.eventbrite.com/e/osy-305-15-best-practices-in-literacy-instruction-for-workforce-development-and-hse-prep-tickets-15916038299>

Learn evidence-based instructional strategies that develop your students' workplace and literacy capacity. Engage in activities that strengthen students' ability to read with understanding, acquire essential new vocabulary, and write for a professional audience. Whether you identify as a traditional "teacher" or a "facilitator", this workshop will provide you with free resources and activities that will support your students' success in school, work and life.

Body Image & Sexuality: Making the Connection and Creating Supportive Spaces

Provider: Planned Parenthood of NYC (PP-NYC)

Time commitment: Full-day workshop

Date: 4.15 at 10:00am

Location: Planned Parenthood of New York City, 26 Bleecker Street, 5th Floor, New York, NY 10012

Target audience: SONYC providers

To register: Please send your name, organization, title, and E-mail address to: corbin.knight-dixon@ppnyc.org

Consider the messages you share with youth that impacts their ability to make healthy decisions. Articulate the connections between body image and sexuality, examine the impact of the media on young people's body image, and learn to promote healthy body image and critical thinking.

Building Bridges: Understanding Fundraising Fundamentals

Provider: NonProfit HelpDesk (NPHD)

Time commitment: Half-day workshop

Date: 4.29, 5.14, 5.20, 5.21 and 6.4 at 6:00pm

Location: TBD

Target audience: Development directors, executive directors

To register: <http://nphd.org/education/current-course-offerings/fundraising-fundamentals/>

Learn how to be more strategic in your fundraising efforts and more appealing to funders. Discuss and practices ideas learned through group discussion breakouts. At the end of the two-hour event, receive an extensive resource guide to use as a reference in future fundraising efforts.

Building Effective Partnerships

Provider: Community Resource Exchange (CRE)

Time commitment: Half-day workshop

Date: 4.7 at 9:30am

Location: CRE, 42 Broadway, 20th floor, New York, NY 10004

Target audience: Supervisory level staff

To register: <https://www.surveymonkey.com/s/BldgEffectivePrtnshps>

Do you regularly need to partner with other individuals for your work to be successful? Are you a school-based or institution-based program that needs to have productive relationships with many different staff in the facility? Knowing some of the effective principles of good partnering can help to create productive and successful relationships from the start. In this workshop, we'll explore core strategies and tools that can "make or break" a good partnership from the first meeting and help you to get a challenging partnership on track.

- Uncovering and understanding your partner's "self-interest" as a road map for creating effective relationships from the start
- Tools for one-on-one communication and listening
- How to diffuse and resolve conflicts effectively to preserve a healthy partnership
- Productively leveraging your own and your partner's knowledge and skills
- Some team building "essentials" that you can apply to creating productive partnerships

Building Successful Collaborations and Coalitions

Provider: Community Resource Exchange (CRE)

Time commitment: Three half-day workshops

Date: 4.16, 4.30 and 5.22 at 9:30am

Location: CRE, 42 Broadway, 20th floor, New York, NY 10004

Target audience: Supervisory level staff

To register: <https://www.surveymonkey.com/s/BldgSuccesfulCollaborations>

We are often called upon in our work to create collaborations with other organizations, to implement or create new programs, pursue funding opportunities that we can't access alone or to have greater impact on an issue or challenge that needs more hands on deck. This workshop series will help you to build strong and successful collaborations with other organizations through understanding the core principles of success and providing a toolbox full of strategies for making your collaboration work. You'll learn:

- Principles of success: what we know from research and practice
- States of development for collaborations
- How to structure your collaborative for maximum effectiveness

Building Evaluation Capacity within Your Organization

Provider: Support Center for Nonprofit Management

Time commitment: Half-day workshop

Date: 5.5 at 2:00pm

Location: Support Center, 42 Broadway, 20th Fl. New York, NY 10004

Target audience: Executive directors, development staff

To register:

http://supportcenteronline.force.com/apex/EventDetailPage?event=d3Tv01eF3iLMbl14wcJcmA_3D_3D

*Please use the code **DYCD** when registering.*

Take ownership of the evaluation process by developing your organization's capacity to collect and use data meaningfully. Develop your own tools and strategies for tracking outcomes and using data to inform programming and strengthen your organization, enhance your services, and make your program more appealing to funders.

You will:

- Develop tools to ensure that the programming you provide connects logically to the results you hope to accomplish
- Collect information that is meaningful for your organization
- Make use of the information you gather to improve programming and demonstrate your impact

Building Supervisory Relationships

Provider: Support Center for Nonprofit Management

Time commitment: Half-day workshop

Date: 5.19 at 9:30am

Location: Support Center, 42 Broadway, 20th Fl. New York, NY 10004

Target audience: Supervisory level staff

To register:

http://supportcenteronline.force.com/apex/EventDetailPage?event=d6pprRs8fgCf184qt6gUyA_3D_3D

*Please use the code **DYCD** when registering.*

This workshop takes the ambiguity out of being a supervisor and identifies the importance of building a partnership between supervisor and employee in order to create an environment of trust, responsibility, and personal accountability.

You will:

- Be provided with clear and practical steps to establishing or enhancing the supervisory relationship
- Learn how to define, communicate, and elicit performance expectations and working agreements
- Practice the art of constructive feedback to assist staff in reaching their full potential and to make the most of opportunities for learning

Circle for Middle School Program Managers with 5 or more sites

Provider: Community Resource Exchange (CRE)

Time commitment: Four half-day workshops

Date: 3.9, 4.13, 5.11 and 6.15 at 9:30am

Location: CRE, 42 Broadway, 20th floor, NY, NY

Target audience: Program Managers with 5 or more SONYC sites

To register: CLOSED

Peer learning opportunity via a facilitated, open-topic discussion circle for SONYC Program Managers with 5 or more sites.

Coaching Mindset: Building Learning Agility to Maintain Organizational Sustainability

Provider: NonProfit HelpDesk (NPHD)

Time commitment: Full day workshops – six-part series

Date: 4.16, 4.30, 5.14, 5.28 at 9:30am

Location: Brooklyn College Graduate Center for Worker Education, 25 Broadway, New York, NY

Target audience: Senior Leadership Team Members such as Executive Directors, Development Directors, COO's and CFO's

To register: CLOSED

The Coaching Mindset, NPHD's coaching mindset method offers an in-depth capacity building approach to develop and strengthen 12 senior nonprofit executives selected into this innovative leadership development initiative.

Coaching Youth through the Employment Continuum

Provider: Workforce Professionals Training Institute (WPTI)

Time Commitment: Full-day workshop

Date: 5.27 at 9:00am

Location: WPTI, 11 Park Place, Suite 701, New York, NY 10007

Target Audience: Retention specialists, job developers, case managers

To register: <https://eventbrite.com/event/16011511863/>

or E-mail: smori@workforceprofessionals.org

Our youth are facing an employment crisis much bleaker than the national workforce. Fewer young adults have secured full-time employment than in the past three years. Workforce professionals must be able to guide their participants through the Employment Continuum to help improve their chances of competing for fewer opportunities. In this training you will learn about the nine stages of the Employment Continuum and how to use it to encourage and engage youth to participate in the employment process.

Creating Safe and Welcoming Programs for Middle School Students

Provider: Mental Health Association of NYC (MHA-NYC)

Time commitment: Half-day workshop

Date: 4.14 at 10.00am

Location: UFT, 52 Broadway, 19th Floor, Room B, New York, NY 10004

Target Audience: Program directors and managers

To register: <http://SafeProgramsMS.eventbrite.com>

With a strong emphasis on creating programs that are welcoming, inclusive and provide a safe space for students to be who they are, we will also address broader issues of inclusion for individuals from all backgrounds (gender, race, religion, economic background, those with criminal justice, foster care or mental health histories, etc.).

You will:

- Describe the characteristics of a program that communicates respect and inclusion for all youth
- Identify specific strategies and resources for inclusive program development
- Gain skills for teaching respect and inclusion among youth
- Explore ways to make youth programs LGBTQ affirmative.

Cultivating Curiosity Resource Expo 2015

Date: Friday, April 17th (10am – 2:30pm)

Location: Intrepid Sea, Air & Space Museum

Pier 86 West 46th Street & 12th Avenue NY, NY 10036

Target Audience: Program Directors – up to 2 persons from each DYCD-funded program can attend; Supervisors of multiple programs or decision-makers about program activities

To register: <https://www.surveymonkey.com/r/ResourceExpo2015-AttendeesRegistration>

Are you interested in finding resources to enrich your afterschool program? Connect with organizations that can provide your programs with fun, interesting activities in areas such as literacy, S.T.E.M. fields, visual and performing arts, sports, robotics, film, leadership, community service and more!

- Access to the Intrepid Sea, Air & Space Museum + Space Shuttle Pavilion (valued at \$31/person!)
- Special giveaways including a field trip and workshop at the Museum of American Finance, workshop at Lincoln Center, and more! (Winners must register and attend to qualify for prizes)
- All who register early by Friday, March 27th and attend the Expo will qualify for a raffle drawing to participate in the Intrepid Museum's Operation Slumber overnight stay for 16 youth and 4 adults!

Registration Deadline – Friday, April 10th

For general inquiries, please contact DYCD Capacity Building at capacitybuilding@dycd.nyc.gov.

** Please note that resources may vary in cost and subcontracts between the resource and a DYCD-funded program are managed between the two parties. DYCD ACCO will be present at the Resource Expo to assist with procurement-related questions.**

Delegation: Have I Got a Job for You

Provider: Support Center for Nonprofit Management

Time commitment: Half-day workshop

Date: 4.23 at 9:30am

Location: Support Center, 42 Broadway, 20th Fl. New York, NY 10004

Target Audience: Supervisory level staff

To register:

http://supportcenteronline.force.com/apex/EventDetailPage?event=KJaTwKCM7uoWnGo2GucDVw_3D_3D *Please use the code **DYCD** when registering.*

“It’s quicker to do it myself.” “I’ll only have to do it over.” “It’s my job on the line.” If any of these sound familiar, or if you have your own reason why delegation just doesn’t work, this workshop is for you. Delegation not only allows you to be more productive, but it also empowers your staff to use their skills and know-how to reach their full potential, which in turn, strengthens the organization.

In this workshop, participants will:

- Explore what gets in the way of successful delegation
- Learn concrete steps to successful delegation
- Learn ways to reap the benefits of effective delegation and ensure the necessary results

Designing a Quality Mentoring Program Using the Elements of Effective Practice

Provider: The Mentoring Partnership of New York and Long Island

Time commitment: Half-day workshop

Date: 4.24, 5.18 or 6.16 at 8:45am

Location: 122 East 42nd Street, Suite 1520, NYC 10168

Target Audience: Line staff, program coordinators, site directors

To register: www.mentoring.org/newyork

For youth development professionals interested in developing a mentoring program, this comprehensive workshop will provide the necessary tools and information to launch and sustain an

effective program. Covered in this training will be the Elements of Effective Practice, the industry's nationally accepted best practice standards for the development of youth mentoring programs that have proven effective in a wide range of existing mentoring strategies.

Dreaded Conversations

Provider: Support Center for Nonprofit Management

Time commitment: Full-day workshop

Date: 4.17 at 9:30am

Location: Support Center, 42 Broadway, 20th Fl. New York, NY 10004.

Target Audience: Supervisory level staff

To register:

http://supportcenteronline.force.com/apex/EventDetailPage?event=LHEaPcDtJy8PFdYrBe4Hhw_3D_3D

*Please use the code **DYCD** when registering.*

Whether you initiate it, or someone else does, we've all been faced with...the dreaded conversation. Too often, the result is a feeling of attack or wanting to run in the opposite direction. This workshop will not only help you survive the conversation, but thrive from it! Participants will learn how to: Create a sense of safety to minimize defensiveness (and offensiveness), Share thoughts and feelings without laying a guilt trip or accusations, Deliver a message that others can hear, Turn dreaded conversations into healthy, meaningful exchange.

DYCD Online 101: System Overview and Data Entry (Elementary School)

Provider: The After School Corporation (TASC)

Time Commitment: Half-day workshop

Date: 4.8 or 5.6 @ 10:00am

Location: DYCD Headquarters, 2 Lafayette Street 20th Floor New York, NY 10007

Target Audience: This training is designed for COMPASS elementary school site staff members who are new to DYCD Online and are responsible for entering and maintaining program data. Individuals must know how to use a computer to attend this training

To register for 4.8: <http://www.expandschools.org/events/dycd-online-101-system-overview-data-entry-elementary-school-29>

To register for 5.6: <http://www.expandschools.org/events/dycd-online-101-system-overview-data-entry-elementary-school-30>

DYCD Online 101: System Overview and Data Entry (Middle School)

Provider: The After School Corporation (TASC)

Time Commitment: Half-day workshop

Date: 4.7 or 5.5 at 10:00am

Location: DYCD Headquarters, 2 Lafayette Street 20th Floor New York, NY 10007

Target Audience: This training is designed for SONYC site staff members who are new to DYCD Online and are responsible for entering and maintaining program data. Individuals must know how to use a computer to attend this training

To register for 4.7:

<http://www.expandschools.org/events/dycd-online-101-system-overview-data-entry-sonyc-middle-school-programs-30>

To register for 5.5:

<http://www.expandedschools.org/events/dycd-online-101-system-overview-data-entry-sonyc-middle-school-programs-31>

DYCD Online 201: Managing Information, Generating Reports and Interpreting Data

Provider: The After School Corporation (TASC)

Time Commitment: Half day workshop

Date: 3.6, 4.9 or 5.7 at 10:00am

Location: DYCD Headquarters, 2 Lafayette Street 20th Floor New York, NY 10007

Target Audience: This training is designed for COMPASS staff with extensive experience with DYCD Online and for management level staff members, including Elementary School, Middle School and High School staff, who want to use data to make decisions on program management and quality.

To register for 3.6: <http://www.expandedschools.org/events/dycd-online-201-managing-information-generating-reports-and-interpreting-data-17>

To register for 4.9: <http://www.expandedschools.org/events/dycd-online-201-managing-information-generating-reports-and-interpreting-data-18>

To register for 5.7:

<http://www.expandedschools.org/events/dycd-online-201-managing-information-generating-reports-and-interpreting-data-19>

Effective Group Facilitation – Working with Elementary School Aged Youth

Provider Youth Development Institute (YDI)

Time commitment: Two full-day workshops

Date: 4.22 and 4.23 at 9:30 am

Location: YDI, 121 Avenue of the Americas, 6th Floor, New York, NY 10013

Target audience: Line staff or Program Coordinators that work with youth (0-5 years' experience) and are interested in introductory level content to help build youth development features into their work.

To register: E-mail events@ydinstitute.org with "Group Facilitation" in the subject line

This training is designed to provide specific guidelines to help practitioners meet the opportunities and challenges of working with elementary school children in group settings. The series will explore aspects of group facilitation, including learning about the phases of group development and the pre-planning work that sets facilitators and their groups up for success.

You will:

- Learn about the stages of group development and the needs of elementary school aged youth
- Identify how to work with children from a youth development perspective
- Understand the components of pre-planning that lead to positive group development

Effective Human Resource Management and Planning

Provider: Community Resource Exchange (CRE)

Time commitment: Three half-day sessions

Date: 3.19, 4.30, and 5.21 at 1:30pm

Location: CRE, 42 Broadway, 20th floor, New York, NY 10004

Target audience: Supervisory level Staff

To register: CLOSED

Explore Effective Human Resource Management and Planning via action learning, a small group of peers to share strategies and problem-solve challenges.

Engaging Youth in Work Readiness

Provider: Workforce Professionals Training Institute (WPTI)

Time commitment: Half-day workshop

Date: 4.29 at 10:00am

Location: WPTI, 11 Park Place, Suite 701, New York, NY 10007

Target audience: Retention specialists, job developers, program managers, facilitators, career coaches.

To register: <https://eventbrite.com/event/16011252086/> or E-mail: smori@workforceprofessionals.org

This advanced half-day training will address strategies to help you manage and convert resistance into economic self-sufficiency for incarcerated, impoverished, and homeless youth.

In this workshop you will:

- Identify the unique potential and opportunities in young people's past and present experiences
- Develop specific strategies to manage resistance and shift a young person's mindset to one that is focused on strengths and opportunities
- Practice strategies to effectively engage youth in work readiness

Engineering Adventures: Go Green Curriculum

Provider: The After School Corporation (TASC)

Time Commitment: Half-day workshop

Date: 4.16 at 9:30am

Location: TASC, 1440 Broadway, 16th Floor, New York, NY 10018

Target audience: Line staff, education coordinators, site directors

To register: CLOSED

Produced by the Museum of Science in Boston, this curriculum is designed for children in grades 3-5. In this curriculum, youth learn about the ways people in Senegal reuse things that would ordinarily be discarded, and are challenged to engineer toy cars using recycled materials. The six lessons allow youth to collaborate, design, test, redesign, and build their belief in their own abilities to solve problems through engineering.

English Language Learners (ELL): Strategies and Best Practices (K-8)

Provider: The After School Corporation (TASC)

Time commitment: Half-day workshop

Date: 4.1 at 10:00am

Location: TASC, 1440 Broadway, 16th Floor, New York, NY 10018

Target Audience: Site supervisors, education specialists, line staff

To register: <http://www.expandedschools.org/get-started/trainings>

In this workshop, instructors will have English Language Learners (ELL) classifications and requirements demystified, learn ESL best practices from Quality Teaching of English Language Learners (QTEL), the Sheltered Instruction Observation Protocol (SIOP) and the arts, and leave with ready-made activities, lessons, and games to use in their programs.

Fiscal Management for SONYC Providers

Provider: Fiscal Management Associates (FMA)

Time commitment: Six Full-day sessions

Date: Various dates between 4.1 and 6.30 at 9:00 am

Location: 440 Park Avenue South #3, New York, NY 10016

Target audience: Executive directors, lead finance staff, lead program staff, lead development staff, Board members

To register: CLOSED

Under today's economic strain, it is critical that leaders of nonprofit organizations understand the "story" their financial numbers convey to internal and external stakeholders. Those leaders who make the effort to establish sound financial management will be best positioned to see their organization endure and flourish. Through the Financial Management Initiative, we are working with DYCD to engage leaders of selected grantee organizations to make the connection between effective financial management and long-term organizational sustainability.

Fostering Change from Within: The Art of Motivational Interviewing to Influence Youth

Provider: Workforce Professionals Training Institute (WPTI)

Time commitment: Half-day workshop

Date: 5.13 at 9:00am

Location: WPTI, 11 Park Place, Suite 701, New York, NY 10007

Target audience: Retention specialists, job developers, program managers, facilitators, career coaches-

To register: <https://eventbrite.com/event/16011458704/> or E-mail: smori@workforceprofessionals.org

Learn three basic factors that impact youth motivation, understand proven techniques targeted at overcoming resistance. Motivational Interviewing is a non-confrontational style of interaction that gives you the skills and the confidence to encourage positive change in youth.

You will learn:

- Strategies to improve adherence and retention in the program
- How to utilize strategic questions and statements to encourage youth to talk about challenges in a positive manner
- The "OARS" technique to foster change

Game Changers for Engaging and Managing Youth in Middle School Programs

Provider: Ramapo for Children

Time commitment: Half-day workshop

Date: 5.20 at 9:45am

Location: Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018

Target Audience: Summer camp directors

To register: <https://adobeformscentral.com/?f=D1tR1hQHBR-p5bT-ESxQrA>

or email: workshopregistration@ramapoforchildren.org

The workshop is designed to increase the capability of supervisors, area specialists, and group leaders to effectively meet the needs of middle school aged youth in afterschool settings. Participants will gain understanding of the developmental tasks, challenges, and opportunities of early adolescence. We will explore assumptions, expectations, and triggers of both youth and staff, and practice tools for responding effectively to difficult behaviors. Participants will walk away with tools to structure a

program that meets youth needs and teaches social skills in order to maximize youth engagement. Fulfills SACC requirements 1 & 3.

How Can We Work Better Together? Participatory Facilitation and Leadership Methods

Provider: Support Center for Nonprofit Management

Time commitment: Full-day workshop

Date: 4.27 at 9:30am

Location: Support Center, 42 Broadway, 20th Fl. New York, NY 10004

Target audience: Supervisory level staff

To register:

http://supportcenteronline.force.com/apex/EventDetailPage?event=ypSF5gJWxB0oIIOhmWHsmw_3D_3D *Please use the code **DYCD** when registering.*

The only purpose of having a meeting is that there is no other way to more efficiently complete a task at hand. Too often when meetings attempt to address complex questions, they fail at generating meaningful input from all participants. This highly interactive workshop will give you simple tools that will help make your meetings more inclusive, participatory, productive, and action-driven.

You will learn:

- Six steps needed to make a good meeting happen
- Four facilitation skills that ensure all meeting participants contribute and a few don't dominate
- Four different participatory conversational structures

Leadership Styles: Know Your Own, Work with Others

Provider: Support Center for Nonprofit Management

Time commitment: Half-day workshop

Date: 6.18 at 9:30am

Location: Support Center, 42 Broadway, 20th Fl. New York, NY 10004

Target audience: People at all leadership levels who must collaborate with others to do their work.

To register:

http://supportcenteronline.force.com/apex/EventDetailPage?event=x7IPsvjkNqrC1_2BP_2BZNheSw_3D_3D *Please use the code **DYCD** when registering.*

In this workshop, you will:

- Gain understanding of their own Leadership Style and its specific strengths and blind spots
- Gain insight into the impact that their own style has on other people, on team dynamics, and team performance
- Become aware of the qualities and characteristics of others' styles, both effective and ineffective
- Become aware of the impact stress has on all 4 styles and the predictive behavior that is triggered
- Learn how to develop situational flexibility in leading people to high performance

Leading with Confidence 201: Managing for Performance, Supervising for Excellence

Provider: Workforce Professionals Training Institute (WPTI)

Time commitment: Full-day workshop

Date: 6.10 at 9:00am

Location: WPTI, 11 Park Place, Suite 701, New York, NY 10007

Target audience: Program directors, mid-level and senior managers

To register: <https://eventbrite.com/event/16011544962/> or E-mail: smori@workforceprofessionals.org

In this one-day, highly interactive course designed for mid-level and senior managers, you will learn about three important dimensions of success: results, process, and relationship (RPR). The RPR model encourages leaders to better understand varying leadership and work styles in addition to proven strategies for creating a more satisfying work experience, a higher level of productivity, and sustainable results. Trainees will participate in activities that encourage a balanced view of what “success” really looks like.

Topics Include:

- Defining and measuring mutually agreed upon ‘success’ dimensions
- Assess how your leadership style impacts your work performance, environment and relationship with colleagues
- Implementing change in ways that inspires staff and achieves results

Learning From this Year, Planning for Next Year

Provider: Community Resource Exchange (CRE)

Time commitment: Three half-day sessions

Date: 5.18, 6.1, and 6.15 at 9:30am

Location: CRE, 42 Broadway, 20th floor, New York, NY 10004

Target audience: Organizational leaders and managers of nonprofits with SONYC programs

To register: <https://www.surveymonkey.com/s/WorkshopSeriesLearningfromthisyear>

This workshop series will help providers of Middle School Programs understand and tackle the growth-related issues they face as they strengthen their programs. Each workshop is built around three, interactive half-day sessions that present concepts and skills, and support peer exchange and learning.

By the end of this workshop series, participants will:

- Have an opportunity to plan for next year’s Middle School program by building upon your lessons learned from this first year of expanded Middle School programming
- Gain a framework for assessing how well your program did this year so that you can plan for an even better program next year
- Reflect on the past year and learn management skills related to HR and growth through workshops, peer learning and peer exchanges

Managing Change within an Agency

Provider: Community Resource Exchange (CRE)

Time commitment: Three half-day workshops

Date: 3.16, 3.30, and 4.13 at 9:30am

Location: CRE, 42 Broadway, 20th floor, New York, NY 10004

Target audience: Large (>\$5mm) organization senior level leaders and managers of nonprofits with SONYC programs who are or can become internal champions for change

To register: <http://www.crenyc.org/sonyc-programs-fy14-15#seminarsandworkshops>

These workshop series help providers of Middle School Programs understand and tackle the growth-related issues they face as they strengthen their programs. Each workshop series is built around three, interactive half-day sessions that present concepts and skills, and support peer exchange and learning.

By the end of this workshop series, participants will receive:

- An introduction to a framework for leading and managing change within your organization
- Help thinking and planning more strategically and deliberately about how to lead and manage that change more effectively

Managing Difficult Behavior for Summer Camp Line Staff

Provider: Ramapo for Children

Time commitment: Half-day workshop

Date: 6.10 at 9:45am-1:00pm

Location: Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018

Target Audience: Summer camp line staff

To register: <https://adobeformscentral.com/?f=Nwdqns0ktcnAW2N6L6I5iw>

or E-mail: workshopregistration@ramapoforchildren.org

Learn practical and strategic techniques for managing children's behavior and minimizing misbehavior in a summer camp setting. Focus on skills which enable the practitioner to change behavior by leading positively; building relationships; teaching strategically; structuring situations; and intervening actively when required. Fulfills SACC requirements 1 & 3.

Managing Difficult Behavior

Provider: Ramapo for Children

Time Commitment: Half-day wworkshop

Date: 5.7 & 6.3 @ 9:45am

Location: Ramapo for Children: 49 West 38th St, 5th Floor, New York, NY 10018

Target Audience: COMPASS Program Staff

To register for 5.7: <https://adobeformscentral.com/?f=rRpyjF0%2AVXbfBNx90PnG6A>

To register for 6.3: <https://adobeformscentral.com/?f=5I1-GAgI6FRLDLqeHZC%2AVA>

or email: workshopregistration@ramapoforchildren.org

Ramapo's core introductory workshop teaches youth workers practical techniques for therapeutically managing disruptive behaviors. This workshop teaches participants to change behavior by leading positively, building relationships, teaching strategically, structuring situations, and intervening actively when required. Fulfills SACC requirements 1 & 3.

Managing Mentorship Expectations

Provider: The Mentoring Partnership of New York and Long Island

Time commitment: Half-day workshop

Date: 4.14 at 2:00PM

Location: Mentoring Partnership, 122 East 42nd Street, Suite 1520, NYC 10168

Target Audience: Line staff, program coordinators, site directors

To register: www.mentoring.org/newyork

Improve outcomes by helping supervisors explore perceptions about mentoring to better manage the mentor's expectation thereby increasing the likeliness of match longevity.

Participants will:

- Explore what drives youth away
- Understand how expectations become obstacles
- Enhance sensitivity and understanding

Managing Rapid Growth

Provider: Community Resource Exchange (CRE)

Time commitment: Three half-day sessions

Date: 4.6, 4.20, 5.4 at 9:30am

Location: CRE, 42 Broadway, 20th floor, New York, NY 10004

Target audience: Organizational leaders and managers of nonprofits with SONYC programs

To register: <http://www.crenyc.org/sonyc-programs-fy14-15#seminarsandworkshops>

These workshop series help providers of Middle School Programs understand and tackle the growth-related issues they face as they strengthen their programs. Each workshop series is built around three, interactive half-day sessions that present concepts and skills, and support peer exchange and learning.

By the end of this workshop series, participants will receive:

- An overview of issues that organizations may face when experiencing rapid growth
- Concepts and tools that can help manage rapid growth

Most Wanted Birds

Provider: The After School Corporation (TASC)

Time commitment: Full-day workshop

Date: 4.18 at 9:00am

Location: TASC, 1440 Broadway, 16th Floor, New York, NY 10018

Target audience: Line staff, education coordinators, site directors

To register: CLOSED

TASC, in partnership with the Cornell Lab of Ornithology, is offering two-part training for SONYC programs on Birdsleuth (<http://www.birdsleuth.org/>). The first session focused on Nature Detectives, a curriculum designed for after-school that introduces youth to bird habitats, life cycles, and making observations. The second session, Most Wanted Birds, will prepare participants to take students deeper into bird ecology, adaptations, and participation in citizen science through e-bird. Participating sites will receive the curriculum for each session.

Motivational Interviewing with Youth: Asking the Right Questions to Move Middle School Students Forward

Provider: Mental Health Association of NYC (MHA-NYC)

Time commitment: Full-day workshop

Date: 4.13 at 10:00am

Location: UFT, 52 Broadway, 19th Floor, Room B, New York, NY 10004

Target Audience: Supervisory and direct line staff

To register: <http://MotivationalInterviewingMS2.eventbrite.com>

Using video, role play, and youth scenarios, this workshop examines the guiding principles of an approach called Motivational Interviewing. Through exploring the stages of change, you will learn how

to plan interventions that meet the youth where s/he is and help them move forward in their life. You will build skills to facilitate conversations with young people that decrease their ambivalence and build motivation for positive change. You will learn to listen for and elicit a young person's internal reasons for making changes in their lives.

Opening Up: Compassionate Communication with Youth about Racial Trauma

Provider: Mental Health Association of NYC (MHA-NYC)

Time commitment: Full-day workshop

Date: 4.22 at 10:00am

Location: TBD

Target audience: Supervisory and direct line staff

To register: Please contact Jessica LeBeau-Richman at jlebeau-richman@mhaofnyc.org

The purpose of this training is to help you feel more comfortable talking about race and oppression and the intersection with trauma. The agenda is not to help you know what to say, *but how to listen*. The ultimate purpose of conversing with a youth is first and foremost to listen and learn about the youth's experience of the world.

You will:

- Reflect on and be supported in healing their own experiences of oppression and trauma, with the ultimate goal of using their own self-awareness in the service of creating safe conversational spaces for youth to talk about these issues
- Learn mindful listening skills that will help to awaken youths' budding awareness of self and society through the context of race, oppression and trauma
- Support one another in their own healing and learn to have healing conversations with youth

Note: Registration for this course will be open only to DYCD-funded program staff who have completed the "Engaging Traumatized Youth" workshop. The registration link will be shared via email with participants who have completed the pre-requisite course.

People Before Words: Language to Help You Connect with Youth with Disabilities

Provider: Planned Parenthood of NYC (PP-NYC)

Time commitment: Half-day workshop

Date: 4.15 at 9:45am

Location: Resources for Children with Special Needs, 116 E 16th St, Floor 5, New York, NY 10003

Target audience: Program staff

To register: <http://peoplebeforewords-15apr.eventbrite.com> or E-mail: workshopregistration@ramapoforchildren.org

Raise your consciousness on the power of words and how they can shape your views and attitudes about people with disabilities. This highly interactive workshop will provide you with an opportunity to practice essential skills towards becoming a strong ally in the disabilities community.

Performance Reviews

Provider: Support Center for Nonprofit Management

Time commitment: Half-day workshop

Date: 6.9 at 9:30am

Location: Support Center, 42 Broadway, 20th Fl. New York, NY 10004

Target audience: Supervisory staff level

To register:

http://supportcenteronline.force.com/apex/EventDetailPage?event=tQ_2FIPBzCVWvwYvVhOBpWkA_3D_3D *Please use the code DYCD when registering.*

Learn how to review performance with an emphasis on constructive language; Learn how to identify both accomplishments and areas for improvement and growth; Learn how to address performance, not personality.

Program Directors New to DYCD

Provider: Community Resource Exchange (CRE)

Time commitment: Four half-day workshops

Date: 4.3, 4.24, 5.15 and 6.19 at 9:30am

Location: CRE, 42 Broadway, 20th floor, New York, NY 10004

Target audience: Program Directors

To register: <https://www.surveymonkey.com/s/ProgramDirsNewtoDYCDorMSContracts>

Strengthen your management skills through a facilitated, open-topic discussion circle for Program Directors new to DYCD or SONYC. Participants will learn key strategies for enhancing their own management abilities in a safe and risk-free environment. Participants will meet four times over a three-month period.

Promoting Youth Participation – Best Practices for Retention of Middle School Youth

Provider: Youth Development Institute (YDI)

Time commitment: Two full-day workshops

Date: 4.28, 4.29 at 9:30am

Location: YDI, 121 Avenue of the Americas, 6th Floor, NY 10013

Target audience: Program managers

To register: E-mail events@ydinstitute.org with “Youth Participation” in the subject line.

This two-day training is ideal for staff who work with middle school-aged youth and wish to gain tools for cultivating youth engagement in their programs. Participants will gain familiarity with the youth development approach to working with young people, with a focus on target practices that lead to meaningful participation and retention of middle school youth. Through an interactive process, participants will: examine the contextual issues that have an impact on engagement and retention define youth participation and engagement as it relates to youth in grades 6-8; explore best practices that foster opportunities for contribution, promote youth voice & choice and shared accountability; Identify the opportunities present to get young people to further commit to programs.

Reviewing and Practicing Case Management Documentation

Provider: Mental Health Association of NYC (MHA-NYC)

Time commitment: Full-day workshop

Date: 4.21 at 9:30am

Location: 61 Broadway, 3rd Floor, Room I, New York, NY

Target audience: Caseworkers

To register: <http://casemanagementdoc.eventbrite.com>

Strength-based assessment provides a method for documenting a person's strengths and competencies and offers a way for establishing positive expectations and a foundation upon which an Individualized Service Plan can be built. Using goal setting framework set the stage for critical and ongoing progress note documentation.

Serving LGBTQ Youth: Beyond the Basics

Provider: Mental Health Association of NYC (MHA-NYC)

Time commitment: Half-day workshop

Date: 4.29 at 10:00am

Location: 52 Broadway, 19th Floor, Room B, New York, NY 10004

Target audience: Line staff, program directors.

To register: <http://lgbtgyouth.eventbrite.com>

Move beyond the basics of working with LGBTQ youth and explore such topics as the stages of coming out, how homophobia and transphobia hurt all youth, and becoming a strong transgender/transqueer ally. Draw on case studies, video, and role play and you will have the opportunity to practice conversations and build skills for engaging LGBTQ youth and their families. This workshop is intended for those who have a basic understanding and awareness of LGBTQ youth and have received previous training about working with this population of youth.

STEM 201

Provider: The After School Corporation (TASC)

Time commitment: Half-day workshop

Date: 5.14 at 10:00am-1:00pm

Location: TASC, 1440 Broadway, 16th Floor, New York, NY 10018

Target audience: Education coordinators, site directors

To register: <http://expandedschools.org/get-started/trainings/dycd-trainings#sthash.y8Kz4pcB.dpbs>

In this workshop, participants who have some experience implementing STEM (science, technology, engineering, and math) in their programs will use STEM Readiness Reflection Tool and other tools to plan STEM learning opportunities.

You will:

- Learn how to staff STEM activities
- Learn how to find good curricula
- Gain knowledge as to how to find partners, and how to train and support their staff in facilitating STEM.

After the workshop, the recommendations they arrive at will be sent to all participants.

STEM Strategy Training: Essential Skills IV, Connecting to STEM Careers

Provider: The After School Corporation (TASC)

Time commitment: Half-day workshop

Date: 4.23 at 10:30am

Location: TASC, 1440 Broadway, 16th Floor, New York, NY 10018

Target audience: Line staff, education coordinators, site directors

To register: <http://expandedschools.org/get-started/trainings/dycd-trainings#sthash.y8Kz4pcB.dpbs>

STEM careers boast a higher growth rate and higher salaries than the rest of the job market. How can we ensure that our youth know about these choices? Using web-based videos and training materials developed by the University of Nebraska with funding from the Noyce Foundation, line staff and instructional coordinators will explore ways to make learning about STEM careers a part of their curriculum. Ideas for follow-up sessions will be forwarded to supervisors.

Strategies for Successful Supervision

Provider: Community Resource Exchange (CRE)

Time commitment: Three half-day sessions

Date: 3.11, 4.1 and 5.6 at 9:30am

Location: CRE, 42 Broadway, 20th floor, New York, NY 10004

Target audience: Supervisory level staff

To register: CLOSED

Explore the named topic via action learning which is defined as working with a small group of peers to share strategies and problem-solve.

Strategies for Avoiding and De-Escalating Conflict

Provider: Ramapo for Children

Time commitment: Half-day workshop

Date: 6.11 at 9:30am

Location: Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018

Target audience: COMPASS Program Staff

To register: <https://adobeformscentral.com/?f=tISrds99sJoM4iF1cf3rg> or email: workshopregistration@ramapoforchildren.org

This workshop is designed for staff already trained in basic behavior management skills. Participants will learn to recognize triggers in young people and strategies for preventing power struggles that cause a situation to escalate. The conflict cycle will be analyzed and strategies discussed for intervening and proactively approaching situations to keep conflict situations from getting out of control. Techniques and skills for setting limits and using consequences as a learning experience are discussed and individual behavior management planning is addressed. Fulfills SACC requirements 1 & 3.

Successful Community Engagement and Outreach

Provider: Community Resource Exchange (CRE)

Time commitment: Half-day workshop

Date: 6.5 at 9:30am

Location: CRE, 42 Broadway, 20th floor, New York, NY 10004

Target audience: Supervisory level staff

To register: E-mail Yassi at ytamdji@crenyc.org

There are a lot of ways to reach out to recruit program participants. Learn how to maximize your program's community outreach techniques through investing in community engagement. We will cover:

- The 7 most effective community outreach techniques
- Building "buy-in" to your program to promote recruitment

- Identifying and mapping community stakeholders

Summer Camp Director's Cohort

Provider: Ramapo for Children

Time commitment: Three half-day workshops

Date: 4.29, 5.6 and 5.13 at 9:45am-1:00pm

Location: Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018

Target Audience: Summer camp directors

To register: <https://adobeformscentral.com/?f=FDNRBx8UEujWPqF09tYk9g>

E-mail: workshopregistration@ramapoforchildren.org

Develop a framework that organizes your staff to more effectively meet the needs of young people. At the conclusion of this three-part series, supervisors will be equipped with a core understanding of strategic supervision and toolbox of skills and techniques to lead staff through managing challenging behavior.

The first session offers a framework for supervising new and inexperienced staff. The second Session focuses on structuring your summer camp for success by clearly identifying expectations rooted in shared community values and establishing rituals and routines that guide youth to positive behavior. The third session helps directors plan for staff orientation and building in the necessary supports to prepare staff for a successful summer. This is a three part series and participants must attend all three dates.

Summer Camp Director's Cohort

Provider: Ramapo for Children

Time commitment: Three half-day workshops

Date: 5.8, 5.15, and 5.22 at 9:45am

Location: Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018

Target Audience: Summer camp directors

To register: <https://adobeformscentral.com/?f=3!%2ACFP0Us3lo30IXDun4CA>

E-mail: workshopregistration@ramapoforchildren.org

The focus of this series is to develop a framework that organizes your staff to more effectively meet the needs of young people. At the conclusion of this three-part series, supervisors will be equipped with a core understanding of strategic supervision and toolbox of skills and techniques to lead staff through managing challenging behavior.

The first session offers a framework for supervising new and inexperienced staff. The second Session focuses on structuring your summer camp for success by clearly identifying expectations rooted in shared community values and establishing rituals and routines that guide youth to positive behavior. The third session helps directors plan for staff orientation and building in the necessary supports to prepare staff for a successful summer. This is a three part series and participants must attend all three dates.

Summer Camp Director's Cohort

Provider: Ramapo for Children

Time commitment: Three half-day workshops

Date: 5.14, 5.21, and 5.28 at 9:45am

Location: Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018

Target Audience: Summer camp directors

To register: <https://adobeformscentral.com/?f=V1bJGUioZyYzH8YVKhJ7Xg>

or email: workshopregistration@ramapoforchildren.org

The focus of this series is to develop a framework that organizes your staff to more effectively meet the needs of young people. At the conclusion of this three-part series, supervisors will be equipped with a core understanding of strategic supervision and toolbox of skills and techniques to lead staff through managing challenging behavior.

The first session offers a framework for supervising new and inexperienced staff. The second Session focuses on structuring your summer camp for success by clearly identifying expectations rooted in shared community values and establishing rituals and routines that guide youth to positive behavior. The third session helps directors plan for staff orientation and building in the necessary supports to prepare staff for a successful summer. This is a three part series and participants must attend all three dates.

Supporting Literacy in STEM

Provider: The After-School Corporation (TASC)

Time commitment: Half-day workshop

Date: 4.20 at 10:00am

Location: TASC, 1440 Broadway, 16th Floor, New York, NY 10018

Target Audience: Supervisors, Site directors, education specialists, instructional coordinators, teachers, line staff.

To register: <http://expandedschools.org/events/supporting-literacy-stem-dycd>

Afterschool programs are increasingly expected to deliver academic enrichment in a variety of subjects. How can you fit everything into a narrow, 3 hour time slot and still provide meals, physical activity, and fun? One way is to understand that literacy can be infused into any subject. In this workshop, participants will learn strategies for supporting literacy development within their STEM activities. STEM and literacy are natural partners, and in this workshop we will explore using informational texts, journals, and discussion to improve and deepen both literacy and STEM skills.

Surveys for Nonprofits

Provider: Support Center for Nonprofit Management

Time commitment: Half-day workshop

Date: 6.8 at 9:30am

Location: Support Center, 42 Broadway, 20th Fl. New York, NY 10004

Target audience: Program administrators, human resources personnel, and senior management

To register:

http://supportcenteronline.force.com/apex/EventDetailPage?event=lepK6XC_2Ba_2FESKMIwQjF9VQ_3D_3D *Please use the code **DYCD** when registering.*

Learn the uses of surveys in nonprofit and association settings; Strengths, weaknesses, costs and benefits of the four major survey delivery methods- mail, internet, telephone and in-person; Question development, including question types, response categories, and question wording; Sampling, representativeness and strategies for increasing response rates; Physical design of surveys; Online and

paper survey platforms; Survey administration; How to utilize survey findings as part of your organization's overall monitoring and evaluation system.

TABE Test Administrators' Training

Provider: Literacy Assistance Center (LAC)

Time commitment: Half-day workshop

Date: 5.15 at 9:30am

Location: LAC, 445 5th Ave, Level C, New York, NY 10016

Target audience: Program managers, teachers

To register: <https://www.eventbrite.com/e/osy-307-15-tabe-test-administrators-training-tickets-15168785245>

New York State has selected a new high school equivalency test called the Test Assessing Secondary Completion (TASC) to replace the General Educational Development (GED) as the primary pathway to a New York State High School Equivalency Diploma effective January 2, 2014.

Technology and Social Media in Out-of-School Youth (OSY) programs

Provider: Literacy Assistance Center (LAC)

Time commitment: Half-day workshop

Date: 4.1 at 1:15pm

Location: LAC, 445 5th Ave, Level C, New York, NY 10016

Target audience: Program managers, teachers

To register: <https://www.eventbrite.com/e/osy-311-15-technology-and-social-media-in-osy-programs-tickets-15944883576>

Learn how Facebook can help young people deepen their number sense or mathematical thinking, or how YouTube can provide deep conceptual understanding. Gain an overview of common social media tools and discuss how they can be used in classes and programs to educate and connect young people.

Test Assessing Secondary Completion (TASC) Readiness 2015 Reading

Provider: Literacy Assistance Center (LAC)

Time commitment: Half-day workshop

Date: 4.8 at 1:00pm

Location: LAC, 445 5th Ave, Level C, New York, NY 10016

Target audience: Program managers, teachers

To register: <https://www.eventbrite.com/e/osy-302-15-tasc-readiness-2015-reading-tickets-15916593961>

Put yourself in your learners' shoes and learn about the Test Assessing Secondary Completion (TASC) at the same time. Take the 2015 TASC Readiness Reading test with your colleagues and then engage in a guided analysis of each item type and a discussion about how this experience should inform your instructional planning. We will focus on text types and complexity in addition to analyzing and then developing text-based questions for our own readings and lessons.

Test Assessing Secondary Completion (TASC) Readiness 2015 Math

Provider: Literacy Assistance Center (LAC)

Time commitment: Half-day workshop

Date: 5.6 at 12:30pm

Location: LAC, 445 5th Ave, Level C, New York, NY 10016

Target audience: Program managers & teachers.

To register: <https://www.eventbrite.com/e/osy-306-15-tasc-readiness-2015-math-tickets-15916889846>

Take the 2015 Test Assessing Secondary Completion (TASC) Readiness Math test with your colleagues and then engage in a guided analysis of each item type and how this experience should inform your instructional planning. We will focus on finding coherence and conceptual understanding of the content.

Test Assessing Secondary Completion (TASC) Readiness 2015 Science

Provider: Literacy Assistance Center (LAC)

Time commitment: Half-day workshop

Date: 5.1 at 10:00am

Location: LAC, 445 5th Ave, Level C, New York, NY 10016

Target audience: Program managers, teachers.

To register: <https://www.eventbrite.com/e/osy-309-15-tasc-readiness-2015-science-tickets-15934445355>

Take the 2015 Test Assessing Secondary Completion (TASC) Readiness Science test with your colleagues and then engage in a guided analysis of each item type and how this experience should inform your instructional planning. We will focus on finding coherence and conceptual understanding of the content.

Test Assessing Secondary Completion (TASC) Readiness 2015 Social Studies

Provider: Literacy Assistance Center (LAC)

Time commitment: Half-day workshop

Date: 4.15 at 1:00pm

Location: LAC, 445 5th Ave, Level C, New York, NY 10016

Target audience: Program managers, teachers.

To register: <https://www.eventbrite.com/e/osy-304-15-tasc-readiness-2015-social-studies-tickets-15916783528>

Take the 2015 Test Assessing Secondary Completion (TASC) Readiness SS test with your colleagues and then engage in a guided analysis of each item type and how this experience should inform your instructional planning. We will focus on analyzing the range of SS content assessed on the 2014 and 2015 RAs and how this should shape our instructional plans.

Test Assessing Secondary Completion (TASC) Readiness 2015 Writing

Provider: Literacy Assistance Center (LAC)

Time commitment: Half-day workshop

Date: 4.14 at 1:00pm

Location: LAC, 445 5th Ave, Level C, New York, NY 10016

Target audience: Program managers, teachers.

To register: <https://www.eventbrite.com/e/osy-303-15-tasc-readiness-2015-writing-tickets-15916680219>

Take the 2015 Test Assessing Secondary Completion (TASC) Readiness Writing test with your colleagues and then engage in a guided analysis of each item type and how this experience should inform your instructional planning. We will focus equal time on analysis of Part I and Part II, with time to practice

using the Scoring Rubrics on sample writing. Evidence-based strategies for teaching writing will be discussed throughout and resources will be shared.

The Board: What Can I Do About It?

Provider: Support Center for Nonprofit Management

Time commitment: Half-day workshop.

Date: 6.19 at 9:30am

Location: Support Center, 42 Broadway, 20th Fl, New York, NY 10004

Target audience: Executive Directors, senior staff

To register:

http://supportcenteronline.force.com/apex/EventDetailPage?event=ABsGRtjtep8OinjdIGBlkA_3D_3D

*Please use the code **DYCD** when registering.*

Learn about approaches and techniques that Executive Directors and senior staff can use to guide their boards to provide the leadership, oversight and support that the organization needs of them.

Topics include:

- How can the ED help the board to become a better leadership partner?
- How can the ED strengthen board recruitment?
- How can the work of the board be managed? Whose responsibility is it?
- What is a useful process for the annual board evaluation of the ED?
- You will be provided in advance with a board assessment questionnaire that will help you to identify issues you might want to address in the workshop.

The Collaborative Leader

Provider: Community Resource Exchange (CRE)

Time commitment: Half-day workshop

Date: 4.1, 4.24, 5.26, or 6.24 at 10:00am

Location: CRE, 42 Broadway, 20th floor, NY, NY

Target audience: Organizational leaders, managers

To register: <https://www.surveymonkey.com/s/TheCollaborativeLeader>

Learn how strong communication skills are at the heart of effective collaboration. Gain an understanding of your own communication style and how to work with others who have different communication styles.

This training is part of a workshop series designed to help leaders practice key skills such as: self-awareness, effective stakeholder engagement, innovation, adaptability and outcomes-oriented thinking to advance their organization's mission and vision. You can participate in one workshop or in the entire series.

The Mindful Leader

Provider: Community Resource Exchange (CRE)

Time commitment: Half-day workshop (offered twice)

Date: 4.9 or 5.5 at 10:00am

Location: CRE, 42 Broadway, 20th floor, New York, NY 10004

Target audience: Organizational leaders, managers

To register: <https://www.surveymonkey.com/s/TheMindfulLeader>

Strengthen your self-awareness and stakeholder engagement skills. Learn how to be more present in your work as a youth development leader; and build skills to reduce physical and emotional stress to enable you to make strategic and program decisions from a calmer and more grounded place.

This training is part of a workshop series designed to help leaders practice key skills such as: self-awareness, effective stakeholder engagement, innovation, adaptability and outcomes-oriented thinking to advance their organization's mission and vision. You can participate in one workshop or in the entire series.

The Networked Leader

Provider: Community Resource Exchange (CRE)

Time commitment: Half-day workshop

Date: 5.12 or 6.10 at 10:00am

Location: CRE, 42 Broadway, 20th floor, New York, NY 10004

Target audience: Organizational leaders, managers

To register: <https://www.surveymonkey.com/s/TheNetworkedLeader>

The Networked Leader will equip you with new skills in self-awareness and effective stakeholder engagement. Learn how to become better at engaging external stakeholders, building relationships that add value to our organization while enhancing your brand as a leader in the field and how to build relationships that add value to your organization and enhance your personal leadership brand.

This training is part of a workshop series designed to help leaders practice key skills such as: self-awareness, effective stakeholder engagement, innovation, adaptability and outcomes-oriented thinking to advance their organization's mission and vision. You can participate in one workshop or in the entire series.

The Numbers Don't Lie: Financial Best Practices

Provider: Support Center for Nonprofit Management

Time commitment: Full-day workshop

Date: 4.10 at 9:30am

Location: Support Center, 42 Broadway, 20th Fl. New York, NY 10004

Target audience: Chief financial officers, directors of finance, business managers, bookkeepers, finance committee chairs, executive directors

To register:

http://supportcenteronline.force.com/apex/EventDetailPage?event=i9glAe_2BBAUAd6TD80nLXSA_3D_3D *Please use the code DYCD when registering.*

Behind every great organization is a strong accounting/finance department. Learn how to implement proven, effective practices to strengthen your finances and related accounting procedures for your organization that position you to make sound decisions based on what the numbers are telling you. This workshop will teach the best accounting, budgeting, and forecasting practices designed to lay out a clear path on next steps for your organization. The interactive session will cover everything from developing your optimal finance and operations structure to conducting financial analysis to help your organization make sound decisions.

The Whole Leader

Provider: Community Resource Exchange (CRE)
Time commitment: Half-day workshop
Date: 4.28 or 5.27 at 10:00am
Location: CRE, 42 Broadway, 20th floor, NY, NY
Target audience: Organizational leaders, managers
To register: <https://www.surveymonkey.com/s/TheWholeLeader>

This training is part of a workshop series designed to help leaders practice key skills such as: self-awareness, effective stakeholder engagement, innovation, adaptability and outcomes-oriented thinking to advance their organization's mission and vision. You can participate in one workshop or in the entire series. The Whole Leader will equip you with new skills in the first two practice areas: self-awareness and effective stakeholder engagement. You will learn how to explore your most salient social identities (e.g. race, gender, orientation etc.), how they influence your leadership, and how to foster organizational leaders and develop teams that maximize (rather than minimize) the whole self.

Trauma-Informed Perspectives Practice Series (TIPPS), Workshop #4 of 6 **Staying in Balance: Healthy Solutions to Managing Your Stress in the Workplace**

Provider: Mental Health Association of NYC (MHA-NYC)
Time commitment: Full-day workshop
Date: 4.14 at 10:00am
Location: UFT, 52 Broadway, 19th Floor, Room B, New York, NY 10004
Target Audience: Program directors, managers, and seasoned staff who work with adolescents and young adults
To register: CLOSED

Gain tools to respond in healthy ways to the different levels of emotional distress that arise from the course of their day-to-day interactions. Identify and discuss sources of stress in their workplace and learn healthy ways to cope with that stress.

You will:

- Understand common symptoms of stress and how it affects work performance
- Create a self-care assessment and plan to stay mentally, emotionally, and cognitively balanced
- Learn how to identify telltale signs of stress
- Implement stress-reducing strategies and techniques

Trauma-Informed Perspectives Practice Series (TIPPS), Workshop #5 of 6 **Intro to Vicarious Trauma: What Is It and What Can You Do?**

Provider: Mental Health Association of NYC (MHA-NYC)
Time commitment: Full-day workshop
Date: 5.5 at 10:00am
Location: 52 Broadway, 19th Floor, Room A, New York, NY 10004
Target audience: Program directors, managers, and seasoned staff who work with adolescents and young adults.
To register: CLOSED

Vicarious trauma, a common effect that results from empathic engagement with traumatized clients and their reports of traumatic experiences, impacts a wide range of individuals who assist trauma survivors. It can affect our feelings about the work and services to clients. So how do you ensure that your

program is effectively supporting trauma-informed care for staff and for clients? This skill-building workshop will increase awareness of vicarious trauma and its signs and symptoms, introduce shared language on the impact of trauma, provide opportunity to connect with peers, and offer a framework for developing self-care and support plans to manage vicarious trauma.

Participants will be able to:

- Describe vicarious trauma, who it can impact, and what it looks like
- Use shared language to discuss trauma and vicarious trauma
- Identify skills and tips to help manage vicarious trauma
- The application for the TIPPS Certificate Program closed on December 16th, 2014.

Trauma-Informed Practices Series (TIPPS), Workshop #6 of 6- Weaving Vicarious Trauma Conversations into Supervision

Provider: Mental Health Association of NYC (MHA-NYC)

Time commitment: Half-day workshop

Date: 6.2 at 10:00am

Location: 52 Broadway, 19th Floor, Room A, New York, NY 10004

Target audience: Supervisory and direct line staff.

To register: CLOSED

No matter our role within the youth development field, our professional and personal lives are impacted through our service to trauma survivors. Bringing this out into the open is a key strategy for developing trauma-informed programs and supporting staff wellness. But how can leaders start the discussion? This workshop will explore how to “open the door” to discussing vicarious trauma, and allow staff to choose to walk in.

Participants will be able to:

- Identify symptoms in staff who may be experiencing vicarious trauma
- Feel confident and comfortable having conversations with staff about vicarious trauma
- Provide staff with useful techniques and tools for managing vicarious trauma.

Understanding Triggers: How to Respond When Your Buttons are Pushed

Provider: Ramapo for Children

Time commitment: Half-day workshop

Date: 4.21 & 5.27 at 9:45am

Location: Ramapo for Children, 49 West 38th St, 5th Floor, New York, NY 10018

Target Audience: Program staff

To register for 4.21: <https://adobeformscentral.com/?f=HiiTqo8rcjkZQNrVovYO5w>

To register for 5.27: <https://adobeformscentral.com/?f=U8CyLv7aqkfvh3seE%2A2DFg>

E-mail: workshopregistration@ramapoforchildren.org

This workshop will explore the causes, behaviors, and ways of de-escalating conflict in the workplace. Participants will have opportunities to identify triggers- their own, their co-workers, and their participants. Strategies that can prevent triggers will be presented. Participants will learn a framework for cycles of conflict, practical de-stressors, and collaborative methods to move through conflict into restitution.

When Dating Feels Dangerous: Addressing Intimate Partner Violence in Teens

Provider: Mental Health Association of NYC (MHA-NYC)

Time commitment: Half-day workshop

Date: 4.23 at 10:00am

Location: 52 Broadway, 19th Floor, Room B, New York, NY 10004

Target audience: Program directors, managers, seasoned staff.

To register: <http://teendating1.eventbrite.com>

How do you ensure that your program is promoting and supporting healthy teen relationships? Supporting teens to better understand healthy intimate relationships is vital to their development but isn't always easy to know how to do. This skill-building workshop will increase awareness of Intimate Partner Violence (IPV) in teen relationships by helping youth development professionals spot warning signs, understand different types of abuse, and assist youth in overcoming obstacles to getting help. Participants will discuss their concerns and community resources will be shared.

You will:

- Identify indicators or warning signs of Intimate Partner Violence in teen relationships
- Apply skills and tips for communicating with youth about healthy dating
- Support youth in accessing community resources related to dating abuse
- Understand laws related to domestic violence and legal options available to youth

When Helping Hurts: Understanding Vicarious Trauma

Provider: Mental Health Association of NYC (MHA-NYC)

Time commitment: Full-day workshop

Date: 5.13 at 10:00am

Location: 52 Broadway, 19th Floor, Room B, New York, NY 10004

Target Audience: This workshop is intended for supervisory and direct line staff working with DYCD-funded programs for middle school youth.

To register: <http://vicarioustraumams2.eventbrite.com>

Vicarious trauma, a common effect that results from empathic engagement with traumatized clients and their reports of traumatic experiences, impacts a wide range of individuals who assist trauma survivors. It can affect our feelings about the work and services to clients. So how do you ensure that your program is effectively supporting trauma-informed care for staff and for clients? This skill-building workshop will increase awareness of vicarious trauma and its signs and symptoms, introduce shared language on the impact of trauma, provide opportunity to connect with peers, and offer a framework for developing self-care and support plans to manage vicarious trauma.

You will:

- Describe vicarious trauma, who it can impact, and what it looks like
- Use shared language to discuss trauma and vicarious trauma
- Identify skills and tips to help manage vicarious trauma

When Relationships Feel Dangerous: Preventing and Addressing Dating Abuse in Teens

Provider: Mental Health Association of NYC (MHA-NYC)

Time commitment: Half-day workshop

Date: 4.15 at 10.00am

Location: 52 Broadway, 19th Floor, Room B, New York, NY 10004

Target Audience: Program directors, managers, seasoned staff

To register: <http://teendatingms2.eventbrite.com>

Ensure that your middle school program is promoting and supporting healthy teen relationships. Increase awareness of Intimate Partner Violence (IPV) in teen relationships by helping youth development professionals spot warning signs, understand different types of abuse, and assist youth in overcoming obstacles to getting help. Participants will discuss their concerns and community resources will be shared.

You will:

- Identify indicators or warning signs of Intimate Partner Violence in teen relationships
- Apply skills and tips for communicating with youth about healthy dating
- Support youth in accessing community resources related to dating abuse
- Understand laws related to domestic violence and legal options available to youth

Workforce and High School Equivalency (HSE) Curriculum Development for Literacy Instruction

Provider: Literacy Assistance Center (LAC)

Time commitment: Half-day workshop

Date: 5.19 at 1:00pm

Location: LAC, 445 5th Ave, Level C, New York, NY 10016

Target audience: Program managers, teachers

To register: <https://www.eventbrite.com/e/osy-308-15-workforce-and-hse-curriculum-development-for-literacy-instruction-tickets-15917666168>

Would you like help developing instructional plans for your programs that are designed to engender better retention, TABE gains, High School Equivalency completion, and young adult success? Learn about the basic principles of instructional design and engage with your colleagues in mapping activities that will help you lay out an academic and workforce instructional plan for the upcoming school year. Learn how to make dynamic digital curriculum maps where you can store and organize all of your resources and activities in one simple space. Read and review sample maps from similar programs and collaborate with other OSY staff to plan for programmatic success. Bring a team from your program for the most impactful session.

Workplace Excellence: The Leader's Role

Provider: Support Center for Nonprofit Management

Time commitment: Half-day workshop

Date: 6.16 at 9:30am

Location: Support Center, 42 Broadway, 20th Fl. New York, NY 10004

Target audience: Supervisory level staff

To register:

http://supportcenteronline.force.com/apex/EventDetailPage?event=SwLYu8QQtIrwWyDwkYshbw_3D_3D *Please use the code **DYCD** when registering.*

In this workshop, you will: Identify key factors that contribute to the development and advancement of the “best of the best” organizations; Assess the effectiveness of their area of responsibility; Learn concrete and specific steps to take to achieve outstanding performance of individuals and group.

Writing Winning Grant Proposals

Provider: Support Center for Nonprofit management

Time commitment: Full-day workshop

Date: 4.21 at 9:30am

Location: Support Center, 42 Broadway, 20th Fl. New York, NY 10004

Target audience: Proposal writers with less than three years of experience, executive directors, program directors, and development directors with proposal writing responsibilities.

To register:

http://supportcenteronline.force.com/apex/EventDetailPage?event=L1tiK5Poh_2F2XnY5MEO2tMg_3D_3D *Please use the code **DYCD** when registering.*

While nonprofits complain about the difficulty of obtaining funding from foundations, foundations complain about the scarcity of really good proposals. In this workshop, we will discuss what makes a project compelling to a funder, and how to paint a vibrant picture of your organization and programs through the limited format of a typical proposal.

You will learn:

- The language of proposal writing
- The eleven basic components of a proposal
- How to “attack” an RFP
- How to develop strong program objectives

Young Nonprofit Professionals

Provider: Community Resource Exchange (CRE)

Time commitment: Four half-day workshops

Date: 3.19, 4.16, 5.14, and 6.18 at 5:30pm

Location: CRE, 42 Broadway, 20th floor, NY, NY

Target audience: Nonprofit professionals under the age of 30 with up to 3 years of nonprofit experience

To register: www.crenyc.org/youngprofessionals

Participants will meet four times over a three month period to reflect on their current job-related challenges and opportunities and exchange ideas with their peers. CRE staff will lead discussions that include interactive activities, peer feedback, and opportunities for reflection in a variety of management areas like: Planning, Goal Setting, and Creative Problem Solving; Managing Conflict and Differences; Enhancing Collaboration and Teamwork. Participants will learn key strategies for enhancing their own management abilities in a safe and risk-free environment.

Youth & Self Direction in the Job Search

Provider: Workforce Professionals Training Institute (WPTI)

Time commitment: Full-day workshop

Date: 6.24 at 9:00am

Location: WPTI, 11 Park Place, Suite 701, New York, NY 10007

Target audience: Retention specialists, job developers, program managers, facilitators, career coaches

To register: <https://eventbrite.com/event/16011602133/> or E-mail: smori@workforceprofessionals.org

Workforce development can be a juggling act— practitioners must deal with managing employer relationships, encouraging and supporting participants, and meeting program enrollment numbers on a daily basis. A key strategy for motivating youth to take ownership of the job seeking process is providing

authentic opportunities for them to have a voice, make decisions, and set individual goals. Helping them understand that they are the most valuable asset in this process can lead to increased post-secondary options.

You will:

- Develop action plans that encourage youth to utilize job seeking strategies that includes sending out resumes, following up with employers on a regular basis, labor market information and networking;
- Learn how to effectively empower young job seekers and communicate the benefits of employing an autonomous approach to their job search; and
- Establish goals with job seekers that encourage them to take responsibility and manage their job search process.

Intensive Professional and Leadership Development Initiatives

Core Competencies for Supervisors of Youth Workers

DYCD has developed and tested the eight core competencies for supervisors of youth services professionals. CRE and TASC conduct a five-part training series that provides participants with a firm grounding in the core competencies that include creating inclusive, welcoming program environments, building and sustain collaborative relationships, embracing positive child and youth development practices and leading and managing change. Supervisors will be exposed to the best practices of management through learning labs and encouraged to practice them and connect them to their own programs through action labs. Participants can expect to take away a useful toolbox for managing youth programs, an appreciation for the core competencies and an increased self-awareness about their management practices. This series is CLOSED.

DYCD Scholars

Take advantage of the professional development support for staff of DYCD youth funded programs who are currently enrolled in the City University of New York (CUNY). The DYCD Scholars program supports the academic and career advancement of the City's youth work professionals. The program fosters a community of practice by bringing together a cohort of leaders in the youth field and supports their timely graduation from CUNY. This investment aims to keep committed, well-trained staff in the field and encourage their occupational commitment. DYCD Scholars may receive between \$500.00 and \$1,000.00 for up to two semesters (spring 2015 and fall 2015) for tuition, books transportation, fees, childcare and other expenses associated with their higher education. Request an application for specific program information and eligibility criteria. Contact Carrie at Shockley@mail.cuny.edu/646-664-8233. Also visit <http://www.cuny.edu/about/administration/offices/hhs/ysc.html>. CLOSED

Observing and Coaching for Quality Institute

Program quality and youth outcomes can be greatly improved by managing what happens in the classroom. TASC will work with teams of multi-site supervisors and site directors to equip them with tools and strategies for observing and assessing the quality of after-school activities. Participating teams will practice using the tools while observing both videotaped, live and their own after-school staff. Agency management and participants will receive group and individual guidance on how to integrate the observation/feedback process into their existing supervisory and professional development systems. TA/training modalities will include two central workshops, one on observing and the other on coaching, two on-site coaching sessions and a year-end agency consultation. The design of the Institute is to inspire program quality and encourage institutional change. Selection for this Institute is through an application and is competitive. This Institute is currently CLOSED.

Family Development Training and Credentialing Program

The Family Development Training and Credentialing Program (FDC) is a major New York State initiative that provides frontline workers with the skills and competencies they need to empower families. FDC-trained workers help families capitalize on their strengths and set attainable goals. The FDC curriculum, developed by Cornell University, consists of approximately 90 hours of intensive, interactive classroom study. There is also an additional 10 hours of small group instruction in portfolio development. Each student develops a portfolio that applies FDC concepts to their everyday work experience. With regular

attendance, a satisfactory portfolio, and a passing grade on the New York State credential exam, workers can earn a **New York State Family Development Credential** and college credits.

High Performing Managers Initiative

CRE has found the most effective leaders and managers are self-aware, self-reflective and engaged in their own self-development. To help develop management skills, CRE created the High Performing Managers Initiative (HPMI) which consists of a series of highly interactive ‘issue-days’ in which participants explore several relevant management topics, and small group peer exchange groups in alternate months that deepen learning and provide support to ‘change initiatives’ named by participants. Additionally, it offers the opportunity for input about management practice via a certified 360° feedback instrument and follow-up coaching.

National Afterschool Matters Practitioner Fellowship Program

In fall 2012, with generous support from The Robert Bowne Foundation and The Pinkerton Foundation, this year, the NYC Department of Youth and Community Development, in partnership with The National Institute on Out-of-School Time, National Writing Project and NYC Writing Project at Lehman College, launched the NYC ASM Practitioner Fellowship Program with a small cohort of experienced practitioners serving older youth. Through the national Afterschool Matters Practitioner Fellowship (ASMPPF), experienced after school practitioners engage in a year-long intensive inquiry-based reflective learning process, where they study, assess, and write about their work to identify, strengthen, and share effective practices and continuously improve programs. This unique professional development model recognizes the expertise of practitioners and seeks to leverage their knowledge and experience to influence the after school field. Nationally, ASM Fellows produce papers, lead learning meetings, are in leadership positions, and contribute to ongoing efforts to strengthen and sustain the after school field.

Additional Resources

Other resources available for DYCD-funded agencies include the following websites, tools, or guides:

- Afterschool Pathfinder, www.afterschoolpathfinder.org
- Case Management Toolkit
- Pathways to Success: Where Will Your Summer Take You? (summer youth employment)
- Step Up: Career Planning Guide for Young Adults (middle through high school)
- Strong Directors, Skilled Staff: Guide to Using the Core Competencies for Youth Work Professionals and Their Supervisors
- Teen Action Service Learning Curriculum (middle school)
- The New York City Guide to Summer Fun (published by DYCD annually)
- Youth Employment Curriculum and Toolkit (older and disconnected youth)

For more information, please call (646) 343-6262, send an email to capacitybuilding@dycd.nyc.gov or visit www.nyc.gov/html/dycd