

Question Reflect Learn Develop Grow Inquire Network Build Test
Prepare Share Coach Evaluate Inspiration Lead
Evaluate Pilot Study Practice Inquire Network Build
Study Listen Prepare Analyze Learn Practice Strategize Share
Share Coach Awareness Design Inspiration Change Test
Wonder Reflect Learn Practice Develop Grow Inquire

Capacity Building Calendar

PROFESSIONAL DEVELOPMENT OPPORTUNITIES Spring 2013

Reflect Learn Develop Grow Investigate Network Build Test
Prepare Share Coach Design Inspiration Analyze
Evaluate Reflect Learn Practice Study Network
Think Study Listen Prepare Reflect Learn Practice
Share Coach Awareness Design Inspiration Change Lead
Wonder Reflect Analyze Practice
Learn Grow Build
Coach Build Design Inspiration
Evaluate Reflect Learn Practice



CAPACITY BUILDING BACKGROUND

Over the past decade, 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 partners:

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	Utterly Global
Nonprofit Help Desk	Workforce Professionals Training Institute
Partnership for After School Education	Youth Development Institute

Why invest in capacity building?

- Several studies suggest that there is a *significant relationship between organizational effectiveness and the quality of youth services*. However, when faced with a challenging funding environment, many nonprofits struggle in crisis-management mode rather than invest resources in improving administrative infrastructure.¹
- A study of high-performing after-school programs sponsored by The After-School Corporation found that the on-site directors tended to be strong managers whose nonprofits provided them with adequate resources in the form of administrative and fiscal support to ensure program quality and sustainability.²
- Other research points to the importance of good management as key to creating strong youth programs, including policies that give program leaders the ability to hire, retain, and appropriately compensate well-qualified staff members.³

DYCD also develops partnership opportunities to enhance youth programs and build provider capacity. Examples of these partnerships include DYCD's work with **The New York Academy of Sciences** and **New York University's Courant Institute of Mathematical Sciences**. Through a partnership with the **City University of New York (CUNY)** and using a curriculum developed by **Cornell University**, DYCD offers frontline workers and supervisors a unique opportunity to participate in the **Family Development Training and Credentialing Program (FDC)**. FDC participants can earn a New York State Family Development Credential and college credits. DYCD also has a special partnership with the **City University of New York** to support youth workers in college. Over the past year, in partnership with the **NYC Writing Project** at CUNY Lehman College, DYCD expanded its partnership with the **National Institute on Out-of-School Time at Wellesley College** to launch the National After School Matters Practitioner Fellowship Program in NYC.

Please send an email to capacitybuilding@dycd.nyc.gov or call (212) 341-9566 to reach the capacity building staff. Using this email address you can ask questions; be added to the distribution list for updates; and provide feedback.

2013 SPRING CALENDAR

- KEY**
- 👤 All Populations
 - ✏️ Elementary and Middle School
 - 👂 Older Youth and/or Adults

- All Levels
- ① Introduction
- ② Intermediate
- ③ Advanced

- ORG** Organizations, Leadership + Staffing
- PROGRAMS**
- ▶ PD Program Design, Planning + Evaluation
 - ▶ EYF Engaging Youth + Families (e.g., STEM, Literacy, THS, postsecondary)
 - ▶ SS Support Strategies + Special Considerations

May

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
		<ul style="list-style-type: none"> 👤 ■ EYF: Advancing Youth Development (3 of 3 sessions) 	<ul style="list-style-type: none"> 👤 ① EYF STEM Peer Network: Working with Volunteers and Partners 👂 ① EYF: THS Learning group 	
6	7	8	9	10
	<ul style="list-style-type: none"> ✏️ ① PD: DYCD Online 101 Training (Elementary): OST Only 👤 ② SS: Advanced Skills in Strength-Based Practice: Motivational Interviewing and Youth 	<ul style="list-style-type: none"> ✏️ ③ EYF: Advanced STEM Institute 	<ul style="list-style-type: none"> 👤 ■ EYF: Adopting Practices that Prepare Youth for Postsecondary Success 👂 ② ORG: Becoming Outcomes Driven ✏️ ① EYF: LIT: Supporting Struggling Readers 👤 ③ PD: Summer Camp Series 👂 ① PD: DYCD Online 101 Training (Middle, THS, Option 2): OST Only 	<ul style="list-style-type: none"> 👤 ■ EYF: Increasing Participation and Building Community, Middle and High School
13	14	15	16	17
<ul style="list-style-type: none"> 👤 ② PD: DYCD Online 201 Reports Training: OST & THS Only 		<ul style="list-style-type: none"> ✏️ ③ EYF: Advanced STEM Institute 👤 ① SS: Listen, Protect, Connect: Responding to Trauma 👤 ■ PD: Developing a Quality Youth Mentoring Program 👤 ③ PD: Summer Camp Series 	<ul style="list-style-type: none"> 👤 ③ PD: Summer Camp Series 	<div style="border: 1px solid black; padding: 5px; background-color: #e0f0e0;"> National Beacons Conference </div> <div style="border: 1px solid black; padding: 5px; background-color: #e0f0e0; margin-top: 10px;"> Science Saturday at NYAS on Saturday, May 18th </div> <ul style="list-style-type: none"> 👤 ■ EYF: Increase Participation and Build Community, Middle and High School 👂 ① EYF: STEM Curriculum Training: Techbridge, Part 3
20	21	22	23	24
		<ul style="list-style-type: none"> 👤 ■ EYF: Running Effective Groups: Part II (1 of 2 sessions) 👤 ③ PD: Summer Camp Series 	<ul style="list-style-type: none"> 👤 ■ EYF: Running Effective Groups: Part II (2 of 2 sessions) 👤 ③ PD: Summer Camp Series 	
27	28	29	30	31
	<ul style="list-style-type: none"> 👤 ■ ORG: Action Learning, Strategies for Successful Supervision 👤 ■ ORG: Action Learning Financial Management Skills 👤 ■ ORG: Action Learning Effective HR Management and Planning 	<ul style="list-style-type: none"> 👤 ③ PD: Summer Camp Series 	<div style="border: 1px solid black; padding: 5px; background-color: #e0f0e0;"> Making Moves: Disconnected Youth Fair at NYU Law </div>	<ul style="list-style-type: none"> 👤 ■ ORG: Core Competencies for Supervisors of Youth Workers

2013 SPRING CALENDAR

- KEY**
- All Populations
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- ③ Advanced

- ORG Organizations, Leadership + Staffing
- PROGRAMS
- ▶ PD Program Design, Planning + Evaluation
 - ▶ EYF Engaging Youth + Families (e.g., STEM, Literacy, THS, postsecondary)
 - ▶ SS Support Strategies + Special Considerations

June

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
	<p style="background-color: #d9ead3; padding: 2px;">OST Conference: <i>Cultivating Curiosity</i> at NYU</p> <p> ① PD: DYCD Online 101 Training (Elementary): OST Only</p> <p> ① EYF: THS Learning Group</p>		<p> ① PD: DYCD Online 101 Training (Middle, THS, Option 2): OST Only</p>	
10	11	12	13	14
<p> ② PD: DYCD Online 201 Reports Training (all ages): OST Only</p>				
17	18	19	20	21
<p> ■ EYF: Developing a Quality Youth Mentoring Program</p>				<p> ■ ORG: Budget Basics</p>
24	25	26	27	28
			<p> ■ ORG: Core Competencies for Supervisors of Youth Workers</p>	

Special Events and Workshop Descriptions

Descriptions of the events and professional development activities listed in the calendar above are included below, sorted first by category (i.e., organizations or programs) and then by title. DYCD's list of professional development activities is regularly updated. Please add your name to the capacity building distribution list, capacitybuilding@dycd.nyc.gov, for updates.

SPECIAL EVENTS

National Beacons Conference | May 16th and 17th

The Youth Development Institute in collaboration with the Department of Youth and Community Development and Neighborhood Family Services Coalition will host Beacon practitioners, intermediaries and funders for a two day conference. The theme of the conference will be envisioning Beacon Community Schools as infrastructure for equity, learning and civic engagement. For details and to register, visit: <http://beaconconferencenyc.eventbrite.com/>

NYC OST Conference, Cultivating Curiosity | June 4th and 5th

The Department of Youth and Community Development, in collaboration with Development Without Limits and the Youth Development Institute will host a conference for over 400 Out-of-School Time (OST) leaders on June 4th and 5th. Building on DYCD's ongoing investment in enhancing and expanding STEM learning opportunities for youth, the theme for the conference is *Cultivating Curiosity*. Registration details will be sent to OST programs in a few weeks. Space is limited.

Other Events – for details, email capacitybuilding@dycd.nyc.gov

- **Professional Development Days in Far Rockaway, 4/16 and 4/30** – for afterschool program staff
- **Afterschool Matters Fellowship Program Semi-Public, 4/26**: Afterschool practitioners engaged in a year-long inquiry-based learning group will share their projects in an informal gathering with their peers. Your feedback will help shape their work. (Note: This is not a training.)
- **Science Saturday, 5/18**: Event for youth and families; hosted by the New York Academy of Science
- **Making Moves, 5/30**: This postsecondary success fair is for disconnected youth and the CBOs that serve them. It will include resources, job opportunities, and college information.

ORGANIZATIONS, LEADERSHIP, AND STAFF (ORG)

Becoming More Efficient and Effective 🌱■

- **TA Provider**: Community Resource Exchange (CRE)
- **Format**: Three, half-day workshops
- **Time and Location**: 3 dates TBD; for information contact capacitybuilding@dycd.nyc.gov
- **Target Audience**: Manager level staff
- **To register**: On-line registration will be announced

Action learning is an educational process whereby people work and learn together by tackling real issues and reflecting on their actions. Learners acquire knowledge through actions and practice rather than through traditional instruction. In this three workshop series, you will work with a small group of peers to share strategies and problem solve around issues related to time management, self-management, prioritizing, and organizing, and learn strategies to be successful in a fast-paced environment.

Becoming Outcomes Driven: Strategies to Improve Program Performance 🗣️📧

- **TA Provider**: Workforce Professionals Training Institute (WPTI)
- **Format**: Full day
- **Time and Location**: 5.9.13 @ 9:00am; WPTI, 11 Park Place, 7th floor, NY 10007

- ✿ **Target Audience:** Program Manager
- ✿ **To register:** www.workforceprofessionals.org.

Develop new strategies to access, interpret, and make decisions on real-time performance data to improve outcomes and program design for youth workforce development programs. Learn to:

- Assess your organization's/program's "performance outcome culture"
- Identify key performance indicators for your program
- Target "interim milestones" for teams or individuals
- Use data to examine factors influencing outcomes (staff and participant)

Better Business Bureau Charity Accountability Standards

- ✿ **TA Provider:** Better Business Bureau Foundation
- ✿ **Format:** ½ day Workshop
- ✿ **Time and Location:** TBD
- ✿ **Target Audience:** Executive Directors, COOs, CFOs, Development Directors, Program Managers
- ✿ **To register:** <http://www.eventbrite.com/event/5736692602/eorg>

Learn how your organization can meet the BBB Standards for Charity Accountability.

In this information sharing session, we will:

- Review all Charity Accountability Standards
- Discuss the BBB charity review process
- Provide information about how to meet all Standards
- Explain recognition programs for BBB Charity Seal Holder program participants

Building Bridges: Understanding Fundraising Fundamentals

- ✿ **TA Provider:** Nonprofit Help Desk
- ✿ **Format:** ½ day Workshop
- ✿ **Time and Location:** 4.16.13, 4.17.13, 4.23.13, 4.24.13, or 4.25.13 @9:30-12:30pm; various locations
- ✿ **Target Audience:** Development directors, executive directors (max 30 ppl)
- ✿ **To register:** <http://www.eventbrite.com/org/3378897870?s=13028198>

Learn how to be more strategic in your fundraising efforts and more appealing to funders. You will have an opportunity to discuss and practices ideas learned through group discussion breakouts. You will receive an extensive resource guide to use as a reference in future fundraising efforts.

Budget Basics

- ✿ **TA Provider:** Community Resource Exchange (CRE)
- ✿ **Format:** Three ½ day Workshops
- ✿ **Time and Location:** 6.21.13 @9:30-12:30pm; CRE, 42 Broadway, 20th floor, NY 10004
- ✿ **Target Audience:** Supervisors (max 24 ppl)
- ✿ **To register:** <http://www.surveymonkey.com/s/G3SWCS8>

In this workshop, participants will be introduced to budgeting concepts as well as best practices around financial reporting and finance policies and procedures.

Core Competencies for Supervisors of Youth Workers

- ✿ **TA Provider:** Community Resource Exchange (CRE)
- ✿ **Format:** Three ½ day Workshops
- ✿ **Time and Location:** 4.29.13, 5.31.13, and 6.27.13 @9:30-12:30pm; CRE, 42 Broadway, 20th floor, NY 10004
- ✿ **Target Audience:** Supervisors (max 24 ppl)
- ✿ **To register:** <http://www.surveymonkey.com/s/G3SWCS8>

Drawing upon best practices from New York City and around the country, the Department of Youth and Community Development (DYCD) has developed eight Core Competencies for Supervisors of Youth Work Professionals. This four-part training series will give you a firm grounding in these

competencies, introducing best practices of management and supervision while encouraging you to connect these practices back to your programs.

Effective HR Management and Planning

- ✿ **TA Provider:** Community Resource Exchange (CRE)
- ✿ **Format:** Three ½ day Workshops
- ✿ **Time and Location:** 4.30.13, 5.28.13 @9:30-12:30pm; CRE, 42 Broadway, 20th Floor, NY 10004
- ✿ **Target Audience:** Supervisors (max 7 ppl)
- ✿ **To register:** www.surveymonkey.com/s/2678CHL

Action learning is an educational process whereby people work and learn together by tackling real issues and reflecting on their actions. Learners acquire knowledge through actual actions and practice rather than through traditional instruction. In this workshop, you will work with a small group of peers to share strategies and problem-solve around issues related to HR management, such as recruitment, staff development, staff morale, and performance management.

Financial Management Skills

- ✿ **TA Provider:** Community Resource Exchange (CRE)
- ✿ **Format:** Three ½ day Workshops
- ✿ **Time and Location:** 4.30.13, 5.28.13 @9:30-12:30pm; CRE, 42 Broadway, 20th floor, NY 10004
- ✿ **Target Audience:** Supervisors (max 7 ppl)
- ✿ **To register:** <http://www.surveymonkey.com/s/G3SWCS8>

Action learning is an educational process whereby people work and learn together by tackling real issues and reflecting on their actions. Learners acquire knowledge through actual actions and practice rather than through traditional instruction. In this workshop, you will work with a small group of peers to focus on how to provide strong financial management for their programs. Topics will include budgeting, financial reporting, and the finance-program partnership.

Leading with Confidence: Managing for Performance, Supervising for Excellence

- ✿ **TA Provider:** Workforce Professionals Training Institute (WPTI)
- ✿ **Format:** Full day Workshop
- ✿ **Time and Location:** 4.17.13 @ 9:00am; WPTI, 11 Park Pl. 7th floor, NY 10007
- ✿ **Target Audience:** Program Managers
- ✿ **To register:** www.workforceprofessionals.org.

This workshop will help you gain new techniques for being an effective manager, solving problems, communicating clearly, and building mutual trust with your team – with the ultimate goal of improving program outcomes and employment goals. You will:

- Understand how applying a strengths-based approach to leadership will empower your team
- Gain insight into personality types and how to manage them effectively
- Realize what is unique about your personal leadership style, and learn how best to use it
- Develop an understanding of how to adapt and build a results-driven team

Strategies for Successful Supervision

- ✿ **TA Provider:** Community Resource Exchange (CRE)
- ✿ **Format:** Two ½ day workshops
- ✿ **Time and Location:** 4.30.13, and 5.28.13 @9:30-12:30pm; CRE, 42 Broadway, 20th floor, NY 10004
- ✿ **Target Audience:** Supervisors (max 7 ppl)
- ✿ **To register:** www.surveymonkey.com/s/G3SWCS8

Action learning is an educational process whereby people work and learn together by tackling real issues and reflecting on their actions. Learners acquire knowledge through actions and practice rather than through traditional instruction. In this workshop, you'll work with a small group of peers to share strategies and problem-solve issues related to supervising staff, team building, motivation or staff development.

Strategic Supervision Training Program for Afterschool Programs

- ✿ **TA Provider:** Ramapo for Children
- ✿ **Format:** Three ½ day Workshops
- ✿ **Time and Location:** 4.8.13 and 4.15.13 and 4.22.13, 9:45am-1:00pm;
- ✿ Ramapo for Children, 49 West 38th St, 5th Fl, New York, NY 10018
- ✿ **Target Audience:** Supervisors (max 25 ppl)
- ✿ **To register:** <https://adobeformscentral.com/?f=-uvBuIukXXJeNWGt6RmUHg>

Learn to hone your supervisory skills and continue to build the capacity of your afterschool program staff to facilitate inclusive programming for youth with varied levels of needs. Share best practices in supervision, reflect on supervisory challenges, and problem-solve “here and now” issues. Learn to:

- Lead with vision, purpose and enthusiasm; organize routines and systems that clarify priorities
- Promote teamwork and foster collaboration; create a culture of feedback and reflection

Strategic Planning: Determining Your Core Programming

- ✿ **TA Provider:** Community Resource Exchange (CRE)
- ✿ **Format:** Half-day workshop
- ✿ **Time and Location:** TBD, for information contact capacitybuilding@dycd.nyc.gov
- ✿ **Target Audience:** EDs and senior staff of organizations with Beacon Contracts (max. 30 people)
- ✿ **To register:** On-line registration will be announced

As a first step in strategic planning, considering “What is Core” helps organizations decide how to grow, how to contract, what to keep, and what to let go of that will better align your programs and outcomes with the mission you are trying to achieve.

Strategic Planning: Establishing Your Theory of Change

- ✿ **TA Provider:** Community Resource Exchange (CRE)
- ✿ **Format:** Half-day workshop
- ✿ **Time and Location:** TBD; for information contact capacitybuilding@dycd.nyc.gov
- ✿ **Target Audience:** EDs and senior staff of organizations with Beacon Contracts (max. 30 people)
- ✿ **To register:** On-line registration will be announced

This strategic planning workshop will introduce organizations to the “Theory of Change” framework, and help them define the goals or outcomes they are seeking to achieve, and construct programs to reach those goals. Indicators of progress will also be identified.

Best Practices in Developing Strong Networks and Collaborations

- ✿ **TA Provider:** Community Resource Exchange (CRE)
- ✿ **Format:** Two-part, half-day workshops
- ✿ **Time and Location:** 4/24 and 5/22; for information contact capacitybuilding@dycd.nyc.gov
- ✿ **Target Audience:** Manager level staff of organizations. Best if an individual from each partner/potential partner organization attend (max. 20 people)
- ✿ **To register:** On-line registration will be announced

This two-part workshop series will introduce and create time for discussion of and exchange about techniques for successful collaboration including forming with clear purpose, defining success, defining roles, developing a leadership model, having productive meetings, managing disagreements, and outlining first steps and next steps.

PROGRAMS

PLANNING, DESIGN AND EVALUATION (PD)

Building Partnerships

- **TA Provider:** Development Without Limits (DWL)
- **Format:** ½ day Workshop
- **Time and Location:** TBD
- **Target Audience:** program directors, assistant directors and staff who coordinate youth councils or other student leadership groups and advisory boards. (max 30 ppl)
- **To register:** <http://dycdceti.eventbrite.com/#>

Your program is a tremendous resource to the community, but how much does your community know about your program? Effective communication about your program can help you engage new community and school partners, and secure resources, including funding. Participants will practice strategies for identifying and communicating effectively with partners, and how to empower their youth councils to actively participate in building community.

Developing a Quality Youth Mentoring Program

- **TA Provider:** Mentoring Partnership of New York
- **Format:** ½ day workshop
- **Time and Location:** 4.18.13, 5.15.13, or 6.17.13 @9:45am; Mentoring Partnership, 122 East 42nd Street, Suite 1520, NY 10168
- **Target Audience:** all program staff
- **To register:** www.mentoring.org/newyork

This comprehensive workshop will provide you with the tools to launch and sustain an effective youth mentoring program. Learn about the Elements of Effective Practice, a set of nationally accepted best practice standards for youth mentoring programs.

Community Event Planning: Practitioner Panel and Discussion

- **TA Provider:** Development Without Limits (DWL)
- **Format:** ½ day peer networking session
- **Time and Location:** TBD
- **Target Audience:** program directors, assistant directors and line staff that are involved in planning and leading events at their site. (max 30 ppl)
- **To register:** <http://dycdceti.eventbrite.com/#>

Special events are a great way for your program to engage with your community. In this special panel discussion, participants will hear from the leaders of several youth programs and organizations who have successfully engaged local partners through events. Participants will be encouraged to share their challenges as well as their successes in planning special events that involve community partners.

Summer Camp Director's Series

- **TA Provider:** Ramapo for Children
- **Format:** Three ½ day Workshops
- **Time and Location:** Pick one series-[5.15.13 and 5.22.13 and 5.29.13] or [5.9.13, 5.16.13 and 5.23.13] @ 9:45am-1:00pm; Ramapo 49 West 38th St, 5th Fl, New York, NY 10018
- **Target Audience:** Summer camp supervisors (max 25 ppl)
- **To register:** <https://adobeformscentral.com/?f=ph1f4-QgD7Y9Oqrf7TbfRg>

Prepare your staff to lead campers through a positive summer. The first session focuses on Structuring Your Program for Success – organizing people, space, materials and routines to set expectations, uphold community standards and guide children/youth to positive behavior. The second session offers a

framework for supervising new and inexperienced staff. The third session focuses on how to build a team-based approach to positive behavioral change – making behavior management a collective responsibility.

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

- ✿ **TA Provider:** The After-School Corporation (TASC)
- ✿ **Format:** ½ day workshop
- ✿ **Time and Location:** 4.9.13, 5.7.13, or 6.4.13 @10.00am to noon; DYCD 161 William Street, NY 10038
- ✿ **Target Audience:** elementary school program staff; (max 30 ppl)
- ✿ **To register:** <http://www.expandedschools.org/get-started/trainings>

This training is designed for elementary school site staff members who are new to OST Online and are responsible for entering and maintaining data. Training participants must know how to use a computer.

DYCD OST Online 101: System Overview and Data Entry (Middle School/High School/Option 2)

- ✿ **TA Provider:** The After-School Corporation (TASC)
- ✿ **Format:** ½ day workshop
- ✿ **Time and Location:** 4.11.13, 5.9.13, or 6.6.13 @10.00am to noon; 161 William Street, NY 10038
- ✿ **Target Audience:** middle school and high school program staff; (max 30 ppl)
- ✿ **To register:** <http://www.expandedschools.org/get-started/trainings>

This training is designed for secondary school (middle and high school) staff who are responsible for entering and maintaining data. Training participants must know how to use a computer.

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

- ✿ **TA Provider:** The After-School Corporation (TASC)
- ✿ **Format:** ½ day workshop
- ✿ **Time and Location:** 4.15.13, 5.13.13, or 6.10.13 @10.00am to noon; 161 William Street, NY 10038
- ✿ **Target Audience:** school program staff; (max 30 ppl)
- ✿ **To register:** <http://www.expandedschools.org/get-started/trainings>

This training is designed for those with extensive experience with OST Online and for management level staff members who want to use data to make decisions on program management and quality.

ENGAGING YOUTH AND FAMILIES (EYF)

Advancing Youth Development ■

- ✿ **TA Provider:** Youth Development Institute (YDI)
- ✿ **Format:** 3-day workshop
- ✿ **Time and Location:** 4.29.13, 4.30.13, and 5.1.13 @9:00am – 2:00pm; YDI, 121 Avenue of the Americas, 6th Floor, NY 10013
- ✿ **Target Audience:** middle school and older youth Program Coordinators and Line Staff
- ✿ **To register:** Please email events@ydinstitute.org with “DYCD/ AYD” in the subject line.

This workshop will provide the core concepts and guiding principles for research-based youth development with an emphasis on defining positive youth outcomes. We will discuss universal youth needs and review experiences that help young people achieve success.

Increasing Participation and Building Community for Middle and High School Youth ■

- ✿ **TA Provider:** Ramapo for Children
- ✿ **Format:** ½ day workshop
- ✿ **Time and Location:** 5.10.13 and 5.17.13@ 9:45am-1:00pm; Ramapo, 49 West 38th St, 5th Fl, NY 10018
- ✿ **Target Audience:** middle or high school-aged youth program staff (max 25 ppl)
- ✿ **For information or to register:** <https://adobeformscentral.com/?f=CrqURCI6hl1cFnSMpsrdMA>

In this two-day workshop, participants will learn strategies for creating an engaging environment based on the unique needs and perspectives of middle school and high school youth. This workshop focuses on practical strategies for meeting the developmental and social needs of adolescents.

Running Effective Groups: Part I

- ✿ **TA Provider:** Youth Development Institute (YDI)
- ✿ **Format:** 2-day Workshop
- ✿ **Time and Location:** 4.10.13 and 4.11.13@9:00am – 2:00pm; YDI, 121 Avenue of the Americas, 6th Floor, NY 10013
- ✿ **Target Audience:** middle school and older youth Program Coordinators and Line Staff
- ✿ **To register:** Please email events@ydinstitute.org with “DYCD/ Effective Groups” in the subject line and indicate if you would like to register for Part I, Part II or both.

Learn ways to engage youth in activities that promote meaningful dialogue, participation, reflection, authentic contribution and learning. In Part I, you will develop a plan and implement strategies to support youth throughout the stages of group development. Objectives include learning to: establish clear purpose and outcomes; build trusting relationships between facilitator and youth and amongst youth; establish group norms and patterns of communication; and encourage experimentation, flexibility and responsibility for supporting each other.

Running Effective Groups: Part II

- ✿ **TA Provider:** Youth Development Institute (YDI)
- ✿ **Format:** 2-day Workshop
- ✿ **Time and Location:** 5.22.13 and 5.23.13@ 9:00am – 2:00pm; YDI, 121 Avenue of the Americas, 6th Floor, NY 10013
- ✿ **Target Audience:** middle school and older youth Program Coordinators and Line Staff
- ✿ **To register:** Please email events@ydinstitute.org with “DYCD/ Effective Groups” in the subject line and indicate if you would like to register for Part I, Part II or both.

See Part I above. In Part II of this series, you will explore and examine the use of activities to: strengthen relationships in a group; build group cohesion and establish group identity; build youth skills including cognitive, social, emotional and creative competencies: foster youth engagement and participation.

COMMUNITY AND FAMILY ENGAGEMENT

Engaging Youth in Community Mapping

- ✿ **TA Provider:** Development Without Limits (DWL)
- ✿ **Format:** ½ day Workshop
- ✿ **Time and Location:** 4.22.13 @9:30am; Global Kids, 137 East 25th Street, 2nd Floor, New York, NY
- ✿ **Target Audience:** front line staff who lead community engagement programming with youth participants. (max 30 ppl)
- ✿ **To register:** <http://dycdceti.eventbrite.com/#>

Young people spend only 20% of their waking hours in school. The rest of the time, they have countless opportunities to make choices about what they do and where they do it. In this workshop, participants will learn about Community Mapping, a process that helps young people become aware of the resources in and outside of their communities.

Growing and Sustaining Family Engagement

- ✿ **TA Provider:** Youth Development Institute (YDI)
- ✿ **Format:** 2-day Training
- ✿ **Time and Location:** 4/17/13 and 4/18/13 @ 9:00am – 2:00pm; YDI, 121 Avenue of the Americas, 6th Floor, NY 10013
- ✿ **Target Audience:** Program Coordinators or Directors
- ✿ **To register:** Email events@ydinstitute.org with “DYCD/Family Engagement” in the subject line.

The goal of this two-part training series is to help you expand and institutionalize family engagement practices throughout your organizations. In Day 1, you'll have an opportunity to reflect and assess your current practices. In Day 2, you'll receive practical strategies, tips and outreach materials for engaging families. The training includes additional support for implementation.

Growing and Sustaining Family Engagement in Afterschool Programs: Supporting Your Child's Success in School

- ✿ **TA Provider:** Development Without Limits (DWL)
- ✿ **Format:** TBD
- ✿ **Time and Location:** TBD
- ✿ **Target Audience:** program directors and assistant directors. (max 30 ppl)
- ✿ **To register:** <http://dycdceti.eventbrite.com/#>

When families are engaged in your program, everyone benefits, especially the young people. Research shows a strong connection between young people's academic success and the degree to which their families are engaged in their learning. But traditional strategies for family engagement can be limiting. In this workshop, participants will assess their current strategies for engaging families and identify new strategies to ramp up the level of meaningful family engagement. Participants will also learn how families can best support young people in achieving their academic goals, and how after school programs can play a role in engaging families in their children's education.

Family Engagement, Part 2: Helping Families Support their Child's Success in School

- ✿ **TA Provider:** Development Without Limits (DWL)
- ✿ **Format:** ½ day Workshop (part two of two part series)
- ✿ **Time and Location:** 4.30.13 @9:30am; Global Kids, 137 East 25th Street, 2nd Floor, New York, NY
- ✿ **Target Audience:** program directors, assistant directors and front line staff. (max 30 ppl)
- ✿ **To register:** <http://dycdceti.eventbrite.com/#>

LITERACY

My School, My Community

- ✿ **TA Provider:** The After-School Corporation (TASC) and Media Impact
- ✿ **Format:** ½ day Workshop
- ✿ **Time and Location:** 4.09.13 @10.00am; TASC, 1440 Broadway, 16th Floor, NY 10018
- ✿ **Target Audience:** middle school; teams must include at least one supervisor (max 40 ppl)
- ✿ **To register:** <http://www.expandschools.org/get-started/trainings>

Become versed in using communication tools to enable students to feel ownership of their school, provide a platform for student voices in their decision-making process and build their capacity to engage peers, administrators, teachers and parents in building a stronger school community.

Literacy Across the Content Areas

- ✿ **TA Provider:** The After-School Corporation (TASC)
- ✿ **Format:** ½ day Workshop
- ✿ **Time and Location:** 4.26.13 @10.00am; TASC, 1440 Broadway, 16th Floor, NY 10018
- ✿ **Target Audience:** teams must include at least one supervisor (max 40 ppl)
- ✿ **To register:** <http://www.expandschools.org/get-started/trainings>

Understand best practices in embedding literacy in the core content areas. Participants will share best practices and investigate strategies to support interdisciplinary literacy.

Supporting Struggling Readers

- ✿ **TA Provider:** The After-School Corporation (TASC)
- ✿ **Format:** ½ day Workshop
- ✿ **Time and Location:** 5.09.13 @10.00am; TASC, 1440 Broadway, 16th Floor, NY 10018

- **Target Audience:** elementary and middle school program staff (max 25 ppl)
- **To register:** <http://www.expandedschools.org/get-started/trainings>

Investigate the various ways educators can assess a struggling reader's needs. Practice strategies that can be used to support and strengthen reading development.

STEM

Curriculum Training: Youth Experiences in Science (YES), Part 3

- **TA Provider:** The After-School Corporation (TASC)
- **Format:** ½ day workshop
- **Time and Location:** 4.18.13 @9.30am; TASC, 1440 Broadway, 16th Floor, New York, NY 10018
- **Target Audience:** elementary program staff (max 35 ppl)
- **To register:** contact lmielke@expandedschools.org

Site directors, education specialists and line staff who attended days one and two will return to share their practices and learn additional activities from the third unit for the year. Training open only to sites that attended the first two sessions.

Curriculum Training: Techbridge, Part 2

- **TA Provider:** The After-School Corporation (TASC)
- **Format:** ½ day workshop
- **Time and Location:** 4.19.13 @9.00am; TASC, 1440 Broadway, 16th Floor, New York, NY 10018
- **Target Audience:** middle school program staff (max 35 ppl)
- **To register:** contact lmielke@expandedschools.org

Previous participants will report back on their experiences with the activities, discuss how to use role models to encourage youth to think about science careers, and try activities from the Computer Science unit. Training open only to sites that attended the first session.

STEM Peer Network: Working with Volunteers and Partners

- **TA Provider:** The After-School Corporation (TASC)
- **Format:** ½ day workshop
- **Time and Location:** 5.2.13 @9.30am; TASC, 1440 Broadway, 16th Floor, New York, NY 10018
- **Target Audience:** Teams of site supervisors, directors, and educational specialists (max 50 ppl)
- **To register:** <http://www.expandedschools.org/get-started/trainings>

In this workshop, participants will learn about best practices in working with volunteers and partners to enhance their STEM programs through a keynote address and breakout groups.

Advanced STEM Institute

- **TA Provider:** The After-School Corporation (TASC)
- **Format:** 1½ day workshop
- **Time and Location:** 5.8.13 and 5.15.13 @9.00am ; TASC, 1440 Broadway, 16th Floor, NY 10018
- **Target Audience:** elementary school programs; teams that include leadership from the afterschool program and school representatives (max 30 ppl)
- **To register:** <http://www.expandedschools.org/get-started/trainings>.

In this workshop, teams will work together to explore how afterschool science can support the learning objectives of the school day, and work on an action plan to implement their ideas. Interested staff must apply to be considered for the program. For more information, email lmielke@expandedschools.org.

Curriculum Training: Techbridge, Part 3

- **TA Provider:** The After-School Corporation (TASC)
- **Format:** ½ day workshop
- **Time and Location:** 5.17.13 @9.00am; TASC, 1440 Broadway, 16th Floor, New York, NY 10018

- ✿ **Target Audience:** middle school staff; open only to sites that attended the first sessions (max 35 ppl)
- ✿ **To register:** Contact: lmielke@expandedschools.org

Previous participants will report back on their experiences with the activities, and try activities from the third unit of the year, Environmental Engineering.

TRANSITION TO HIGH SCHOOL

Learning Group ■

- ✿ **TA Provider:** Partnership for After School Education (PASE)
- ✿ **Format:** 90 minute
- ✿ **Time and Location:** 5.2.13 and 6.4.13 @10:30am; 120 Broadway, Suite 230, NY, NY
- ✿ **Target Audience:** Transition to High School (max 20 ppl)
- ✿ **To register:** www.pasesetter.org

Join us for the Transition to High School Professional Learning group. These facilitated discussions meet at regularly scheduled times to explore common themes and issues. This forum can help you articulate challenges, seek feedback, share successes and resources to increase your effectiveness.

POSTSECONDARY SUCCESS – COLLEGE AND CAREERS

Adopting Practices that Prepare Youth for Postsecondary Success + Create a College-Going Culture ■

Regardless of whether you work in an afterschool, college access, or youth employment program – all youth programs have a critical role to play in preparing youth for their futures. Without even knowing it, you are probably doing a lot to more than you know. Imagine how much you can do if you are even more intentional about career development and emphasizing readiness and the successful completion of postsecondary education. This interactive workshop will provide participants with a foundation in promising research, proven models, and best practices in preparing youth for college and career success. Resources will be shared, including GraduateNYC's College Line. This workshop will provide participants with an understanding of how to bridge research and practice to enhance postsecondary opportunities and develop a college-going culture; and plan next steps around implementation.

- ✿ **TA Provider and Workshop Location:** YDI, 121 Avenue of the Americas, 6th Floor, NY 10013
- ✿ **Format:** 1-day workshop (the training will only be offered twice this year)
- ✿ **Date:** 3/26/13 or 5/9/13, from 9:00am – 1:00pm
- ✿ **Target Audience:** First priority is for program directors; all staff and programs are welcome
- ✿ **For information or to register:** Please email events@ydinstitute.org with "DYCD/Postsecondary" in the subject line. Please indicate which date you would like to attend in the body of the email.

Getting the RAP Down: Employment Strategies for Youth with Criminal Histories ■

- ✿ **TA Provider:** Workforce Professionals Training Institute (WPTI)
- ✿ **Format:** Full day Workshop
- ✿ **Time and Location:** 4.10.13 @ 9:00am- 4:30pm; WPTI, 11 Park Pl. 7th floor, NY 10007
- ✿ **Target Audience:** Retention Specialists, Job Developers, Case Managers, Career Coaches
- ✿ **To register:** www.workforceprofessionals.org.

Learn strategies to help young job seekers overcome barriers to employment. You'll learn:

- Commonly used terms and definitions utilized in the New York State criminal justice system
- Tips for employment applications and interviews for job seekers who have a criminal history
- Resources and local organizations that will assist your participant through the legal process
- Assisting young adults in obtaining their Record of Arrest and Prosecution (RAP sheet)

SUPPORT STRATEGIES AND SPECIAL CONSIDERATIONS (SS)

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

- ✿ **TA Provider:** Mental Health Association of NYC
- ✿ **Format:** full day Workshop
- ✿ **Time and Location:** 5.7.13 @9:30am-4; DYCD, 156 William street, 2nd floor, NY 10038
- ✿ **Target Audience:** staff who have already completed basic training on serving LGBTQ youth
- ✿ **For information or to register:** www.mhanyctraining2013.eventbrite.com

Using video, role play, and youth scenarios, this workshop will examine the guiding principles of an Motivational Interviewing. By exploring the stages of change, you will learn how to plan interventions that meet the youth where they are and help them move forward in their life.

Avoiding and De-Escalating Conflict Situations

- ✿ **TA Provider:** Ramapo for Children
- ✿ **Format:** ½ day Workshop
- ✿ **Time and Location:** 4.5.13 and 4.12.13 @ 9:45am-1:00pm; Ramapo, 49 West 38th St, 5th Floor, NY 10018
- ✿ **Target Audience:** Anyone working in youth development (max 25 ppl)
- ✿ **To register:** <https://adobeformscentral.com/?f=ULwwEvfdxOyFX%2AMduwolww>

This two-day workshop is for staff already trained in basic behavior management skills. Learn to recognize triggers in young people and strategies for preventing power struggles that cause a situation to escalate. Discuss strategies for intervening and keeping conflict situations from getting out of control.

Engaging Traumatized Youth: The Core of What You Need to Know and Do

- ✿ **TA Provider:** Mental Health Association of NYC
- ✿ **Format:** ½ day Workshop
- ✿ **Time and Location:** 4.17.13 @ 9:30 am – 12:30 pm; DYCD, 156 William Street, 2nd floor Auditorium
- ✿ **Target Audience:** all youth program staff
- ✿ **To register:** www.mhanyctraining2013.eventbrite.com

Understand the impact of trauma in youth; particularly how that trauma might be impacting behavior. Review the way trauma impacts a child's relationship to self, other and the world. Acknowledge and discuss the impact of doing this work on helpers and how to care for yourself while caring for others.

Listen Protect Connect (LPC): Responding to Trauma and Creating a Community of Resilience

- ✿ **TA Provider:** Mental Health Association of NYC
- ✿ **Format:** ½ day Workshop
- ✿ **Time and Location:** 6.13.13 @ 1:30 to 4pm; UFT, 52 Broadway, 19F
- ✿ **Target Audience:** all youth programs staff
- ✿ **To register:** www.mhanyctraining2013.eventbrite.com

This workshop is based on psychological first aid (PFA) model that was developed for use by community members to enhance resilience. LPC helps to ensure that non-mental health responders, have the skills to intervene with individuals and communities in the aftermath of traumatic events.

R.E.L.A.T.E.: Processing Conflict Situations with Young People

- ✿ **TA Provider:** Ramapo for Children
- ✿ **Format:** ½ day Workshop
- ✿ **Time and Location:** 4.19.13 @ 9:45am-1:00pm; Ramapo, 49 West 38th St, 5th Fl, New York, NY 10018
- ✿ **Target Audience:** Anyone working in youth development (max 25 ppl)
- ✿ **To register:** <https://adobeformscentral.com/?f=---2C70kuTCNMuOs9H-9pA>

This workshop will help you facilitate productive reflection with youth to impact behavioral change. Learn techniques for safely removing youth from a classroom environment. Practice strategies for exploring past behavior, sharing the staff's perspective, and allowing the young person to explore his/her feelings.

Intensive Professional and Leadership Development Initiatives

✓ **DYCD Scholars**

The 2013 program provides a stipend, counseling, networking opportunities and more to youth work professionals who meet the following criteria: (A) Are currently enrolled at CUNY and employed by a DYCD- funded organization that provides youth services; (B) Take at least 3 credits at a CUNY campus; and (C) Are within 30 credits of graduation. This opportunity is limited to staff at DYCD funded agencies who meet the criteria outlined in the application. Please note: There are a limited number of slots available and the application/selection process is competitive.

✓ **Family Development Training and Credential 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 (ASMPF), experienced OST 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 OST field. Nationally, ASM Fellows produce papers, lead learning meetings, are in leadership positions, and contribute to ongoing efforts to strengthen and sustain the OST field. Recruitment for the 2013 cohort will begin in late spring/early summer.

✓ **Observing and Coaching for Quality**

What happens in the classroom is crucial to program quality and youth outcomes. TASC will introduce after-school site directors and supervisors to tools and strategies for observing and assessing the quality of after-school activities and for giving concrete feedback to the front line staff running the activities. Participants will practice using the tools while observing both videotaped and live after-school activities. TASC will work with participants and agency management to determine how best to integrate the observation/feedback process into their existing supervisory and professional development systems. It is anticipated that at least one multi-site supervisor and 4-5 site directors from each of ten agencies (at least 50 directors/supervisors altogether) will be trained. TA/training modalities include 1) central workshops at which participants will become familiar with the observation/feedback instruments and strategies and practice using the observation tool while

watching videos of after-school activities; 2) on site coaching sessions (two per agency) at which participants will use the observation tool to assess actual activities; and 3) a year end consultation (one per agency) at which training participants will share experiences using the tool and giving feedback and, together with agency management, determine how best to incorporate the observation and feedback process into agency supervisory practices going forward.

✓ Graduate Youth Studies Certificate

Through a special funding opportunity from the Office of the University Dean for Health and Human Services for the spring 2013 semester only, CUNY's School of Professional Studies is offering a full tuition and fees scholarship to eligible youth work professionals in New York City who are accepted to take 6 credits of Graduate Coursework in Youth Studies. This opportunity is open to eligible applicants who meet the criteria outlined in the application. Please note: There are a limited number of scholarships available and the application/selection process is competitive. Applicants must have a bachelor's degree from an accredited undergraduate institution.

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 (212) 341-9566, send an email to capacitybuilding@dycd.nyc.gov or visit www.nyc.gov/html/dycd.