CAPACITY BUILDING CALENDAR • SPRING 2014

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

NYC

Department of Youth & Community Development

Bill de Blasio
Mayor

Bill Chong
Commissioner

2014 SPRING CALENDAR

KEY

Program Focus
- 🧍 All Populations
- ✏️ Elementary and Middle School
- 🎧 Older Youth and/or Adults

Staff Experience
- ■ All Levels
- ❶ Introduction
- ❷ Intermediate
- ❸ Advanced

Topics

BB	Building Blocks
BCC	Behavior, Classroom Mgmt, Conflict
SBP	Strength-Based Programs
LOD	Leadership & Org Development
EPS	Employment & Postsecondary Success

April

Monday	Tuesday	Wednesday	Thursday	Friday
	Note: In addition to the workshops below, DYCD offers a number of intensive professional and leadership development opportunities. Details can be found on page 18. All resources are **free to DYCD-funded programs**.			
1	**2**	**3** 🎧 ■ EPS: Getting the RAP Down: Employment Strategies for Youth with Criminal Histories	**4**	
7	**8** 🧍 ■ SBP: Intro to Vicarious Trauma: What is it and what can you do?	**9** ✏️ ❶ BB: Designing Effective Summer Camp Programs for Elementary School Age Children	**10**	**11** 🧍 ■ LOD: High Performing Manager's Initiative (4 of 7 sessions)
14 🧍 ❶ BB: Developing a Quality Mentoring Program	**15** 🧍 ❷ OTH: DYCD Online Workscope Development: OST Only 🧍 ■ BB: Don't Just Sit There, Do Something! Encouraging Physical Activity Among Young People	**16** 🧍 ❷ OTH: DYCD Online Workscope Development: OST Only	**17** 🎧 ■ EPS: Fostering Change from Within 🎧 ■ EPS: Court-Involved Youth Educational Workshop	**18**
21 🧍 ■ LOD: Effective Human Resource Management (3 of 3 sessions)	**22** 🧍 ❷ OTH: DYCD Online Workscope Development: OST Only	**23** 🧍 ❷ OTH: DYCD Online Workscope Development: OST Only	**24** 🧍 ■ BB: Literacy and the Common Core 🎧 ❶ BB: Designing Effective Summer Camp Programs for Middle School Age Children	**25** 🧍 ■ LOD: Core Competencies for Supervisors of Youth Workers (4 of 5 sessions)
28 🧍 ❸ BB: Summer Camp Director's Series (1 of 3 sessions) 🧍 ❶ SBP: Strength-Based Case Management, Documentation 2.0 🎧 ❶ BB: Inquiry-Based Learning through the Arts	**29** 🧍 ❷ OTH: DYCD Online Workscope Development: OST Only	**30** 🧍 ❷ OTH: DYCD Online Workscope Development: OST Only		

2014 SPRING CALENDAR

May

Monday	Tuesday	Wednesday	Thursday	Friday
			1 🏿■ LOD: Board Development and Governance	**2** ✏️❶ BB: STEM 201 🏿■ LOD: High Performing Manager's Initiative (5 of 7 sessions)
5 🏿❸Summer Camp Director's Series (2 of 3 sessions) 🎧❶ BB: The Middle School Series: Growing! Learning! Discovering! Leading! (1 of 3 sessions)	**6**	**7**	**8** ✏️❶ BB: STEM 201 🎧■ EPS: Coaching Youth through the Employment Continuum 🎧❷ SBP: Advanced Skills in Strength-Based Practice:Motivational Interviewing	**9**
12 🏿❸Summer Camp Director's Series (3 of 3 sessions)	**13** ✏️■ OTH: DYCD Online 101 System Overview and Data Entry (Elementary): OST Only 🎧❶ BB: The Middle School Series: Growing! Learning! Discovering! Leading! (2 of 3 sessions)	**14** 🎧■ OTH: DYCD Online 101 System Overview and Data Entry (Middle and THS): OST Only 🏿❶ BB: Developing a Quality Mentoring Program	**15** 🏿■ LOD: Core Competencies for Supervisors of Youth Workers (5 of 5 sessions) 🏿❶ BB: Developing a Quality Mentoring Program	**16** 🏿■ LOD: High Performing Managers Initiative (6 of 7 sessions)
19	**20** 🏿■ SBP: Staying in Balance: Healthy Solutions to Managing Your Stress in the Workplace 🏿❷ OTH: DYCD Online 201 Reports Training (all ages): OST Only 🎧❶ BB: The Middle School Series: Growing! Learning! Discovering! Leading! (3 of 3 sessions)	**21**	**22** 🎧■ EPS: Leading with Confidence 201: Unleashing Your Leadership Potential	**23**

2014 SUMMER CALENDAR

KEY

Program Focus
- All Populations
- Elementary and Middle School
- Older Youth and/or Adults

Staff Experience
- ■ All Levels
- ❶ Introduction
- ❷ Intermediate
- ❸ Advanced

Topics
BB	Building Blocks
BCC	Behavior, Classroom Mgmt, Conflict
SBP	Strength-Based Practices
LOD	Leadership & Org Development
EPS	Employment & Postsecondary Success

June

Monday	Tuesday	Wednesday	Thursday	Friday
2	**3**	**4**	**5**	**6** ■ LOD: High Performing Manager's Initiative (7 of 7 sessions)
9	**10** ■ OTH: DYCD Online 101 System Overview and Data Entry (Elementary): OST Only	**11** ■ OTH: DYCD Online 101 System Overview and Data Entry (Middle, THS): OST Only	**12** ■ SBP: Youth Mental Health First Aid, (1 of 2 sessions)	**13** ❶ BCC: Managing Difficult Behavior for Summer Camp Line Staff ■ SBP: Youth Mental Health First Aid, (2 of 2 sessions)
16	**17** ❷ OTH: DYCD Online 201 Reports Training (all ages): OST Only	**18** ❶ BB: Developing a Quality Mentoring Program	**19**	**20**
23	**24**	**25**	**26**	**27**

Workshop Descriptions

Below, in **alphabetical order by topic area** (Building Blocks, Behavior Classroom or Conflict Management, Employment and Postsecondary Success, Leadership or Organization Development, or Strength-Based Practices), are descriptions of the professional development activities listed in the calendar above. DYCD's list of professional development activities is regularly updated. Please add your name to the capacity building distribution list, by emailing us at capacitybuilding@dycd.nyc.gov.

(BB) BUILDING BLOCKS

Designing Effective Summer Camp Programs for Elementary School Age Children

* **TA Provider:** Development Without Limits (DWL)
* **Format:** ½ day workshop
* **Time and Location:** 4.9.14@ 10:00am – 1:00 pm; Global Kids, 137 East 25th Street, 2nd Floor
* **Target Audience:** program directors and educational specialist (max 30 ppl)
* **For information or to register:** https://springelemsummerprogdesign.eventbrite.com

This interactive workshop will help staff design a summer program that engages elementary school age children in a rich, hands-on, and age appropriate learning environment. Participants will explore a project-based model that cultivates curiosity, inquiry, and exploration; as well as explore strategies for how to maximize community resources that make summer learning fun.

Designing Effective Summer Camp Programs for Middle School Age Children

* **TA Provider:** Development Without Limits (DWL)
* **Format:** ½ day workshop
* **Time and Location:** 4.24.14 @ 10:00am – 1:00 pm; Global Kids, 137 East 25th Street, 2nd Floor
* **Target Audience:** program directors and educational specialists (max 30 ppl)
* **For information or to register:** https://springmssummerprogdesign.eventbrite.com

This interactive workshop will help program directors and educational specialists design a summer program that engages middle school age youth in a rich, hands-on, and age appropriate learning environment. In addition, participants will discuss strategies for how to maximize community resources that make summer learning fun.

Developing a Quality Youth Mentoring Program

* **TA Provider**: Mentoring Partnership of New York
* **Format**: Full day workshop (offered three times)
* **Time and Location**: 4.14.14, 5.15.14, OR 6.18.14@ 8:45am-4pm; 122 East 42nd Street, Suite 1520
* **Target Audience**: all programs and levels
* **For information or to register:** www.mentoring.org/newyork

This comprehensive session will provide the necessary tools and information to launch and sustain an effective youth mentoring 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.

Don't Just Sit There, Do Something! Encouraging Physical Activity Among Young People

* **TA Provider:** Development Without Limits (DWL)
* **Format:** ½ day workshop
* **Time and Location:** 4.15.14 @ 10:00am – 1:00 pm; Global Kids, 137 East 25th Street, 2nd Floor
* **Target Audience:** Program line staff or coordinators that work with youth and are interested in developing sports programming. (max 30 ppl)
* **For information or to register:** https://springsportsandwellness.eventbrite.com

This workshop, examines ways to encourage youth to be active during structured and unstructured

playtime. There will be an introduction to the fundamental components of physical fitness, and the importance of including them in your life. An activity portion will cover how to mix traditional exercise with fun and challenging games that will get young people moving. Wear loose fitting clothing and sneakers. Come ready to move!

Inquiry-Based Learning through the Arts

* **TA Provider:** Development Without Limits (DWL)
* **Format:** ½ day workshop
* **Time and Location:** 4.28.14@ 10:00am – 1:00 pm;   Global Kids, 137 East 25th Street, 2nd Floor
* **Target Audience:** Program line staff or coordinators that work with youth and are interested in developing arts-based programming. (max 30 ppl)
* **For information or to register:** https://springinquirybasedlearningarts.eventbrite.com

In this workshop, participants will explore strategies for how to promote inquiry-based learning through the creative arts. Participants will experience specific arts-based activities designed for active youth participation. We will use large and small group discussions to analyze how these specific hands-on learning experiences can develop an outline for implementation at participants' sites.

Literacy and the Common Core

* **TA Provider**: The After-School Corporation (TASC)
* **Format**: ½ day workshop
* **Time and Location**: 4.24.14@ 10am – 1pm; TASC, 1440 Broadway, 16th Floor
* **Target Audience**: Elementary School programs; site supervisors/directors, educational specialists
* **For information or to register:** http://www.expandedschools.org/ get-started/trainings

The Common Core Learning standards were developed by educators and other experts based on research. This session will be divided into three parts: a) reading to understand the format and language of the English Language Arts Common Core Learning Standards; b) breaking down the standards into the skills our students need for mastery; and c) engaging students in meaningful Common Core aligned activities to develop interest and excitement in content areas.

Summer Camp Director's Series

* **TA Provider**: Ramapo for Children
* **Format**: Three ½ day workshops
* **Time and Location**: 4.28.14, 5.5.14 AND 5.12.14, 9:45am-1:00pm @ Ramapo: 49 West 38th St, 5th Floor
* **Target Audience**: camp directors (max 25 ppl)
* **For information or to register:**
  https://adobeformscentral.com/?f=eik%2ALyYA4S%2AtcUwv2%2APN%2AQ
  or email: workshopregistration@ramapoforchildren.org

The focus of this series is to develop a framework that organizes your staff to effectively meet the needs of youth. 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 behavior.

STEM 201

* **TA Provider**: The After-School Corporation (TASC)
* **Format**: ½ day workshop
* **Time and Location**: 5.2.14 OR 5.8.14 @ 10am – 1pm; TASC, 1440 Broadway, 16th Floor
* **Target Audience**: Elementary School programs; site supervisors/directors, educational specialists
* **For information or to register:** http://www.expandedschools.org/ get-started/trainings

In this workshop, participants will use the STEM Readiness Reflection sheets, Round Robin-style brainstorming, and the STEM Program Planner to plan STEM learning opportunities for FY15.

The Middle School Series: Growing! Learning! Discovering! Leading!

- ✳ **TA Provider:** Development Without Limits (DWL)
- ✳ **Format:** Three ½ day workshops
- ✳ **Time and Location:** 5.5.14, 5.13.14, AND 5.20.14@ 10:00am – 1:00 pm; Global Kids, 137 East 25th Street, 2nd Floor
- ✳ **Target Audience:** Program directors, assistant directors, or program coordinators that work with middle school youth. (max 30 ppl)
- ✳ **For information or to apply:** https://middle-school-series-growing-learning.eventbrite.com

During the middle school years, young people are on a quest for autonomy and independence, a desire to belong, and a need to achieve mastery. During this time, youth experience fluctuating emotions and motivation levels, and are exposed to new experiences. This workshop series explores common themes and issues encountered when designing and implementing middle school programs.

Using Digital Media to Empower Youth Leadership

- ✳ **TA Provider:** Development Without Limits (DWL)
- ✳ **Format:** ½ day workshop
- ✳ **Time and Location: TBA @** 10:00am – 1:00 pm;   Global Kids, 137 East 25th Street, 2nd Floor
- ✳ **Target Audience:** Program line staff or coordinators that work with youth and are interested in developing sports programming. (max 30 ppl)
- ✳ **For information or to register:** https://springdigitalmedia.eventbrite.com

For today's students, self-reflection, identification of personal values and creation of networks are crucial first steps to becoming engaged citizens. This workshop will help educators use real-world experiences and 21st century tools to empower young people to communicate their ideas and take action in their communities.

(BCC) BEHAVIOR, CLASSROOM MANAGEMENT, AND CONFLICT SITUATIONS

Managing Difficult Behavior for Summer Camp Line Staff

- ✳ **TA Provider**: Ramapo for Children
- ✳ **Format**: ½ day workshop
- ✳ **Time and Location**: 6.13.14 @ 9:45am-1:00pm; Ramapo: 49 West 38th St, 5th Floor
- ✳ **Target Audience**: summer camp line staff (max 25 ppl)
- ✳ **For information or to register:** https://adobeformscentral.com/?f=HthI56F9iTIUxI16o0Ma2w or email: 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.

(EPS) EMPLOYMENT AND POST-SECONDARY SUCCESS

Coaching Youth through the Employment Continuum

- ✳ **TA Provider**: Workforce Professionals Training Institute (WPTI)
- ✳ **Format**: Full day workshop
- ✳ **Time and Location**: 5.8.14 @ 9:00am-5:00 pm; WPTI, 11 Park Place, Suite 701
- ✳ **Target Audience**: retention specialists, job developers, case managers, career coaches (max 36 ppl)
- ✳ **For information or to register:** https://workforceprofessionals.org/training/single_courseDetails.php?section_id=350 or email: smori@workforceprofessionals.org

Our youth are facing an employment crisis much bleaker than the national workforce. While the national unemployment rate has declined over the past year, fewer young adults have secured employment in 2013 than in the past three years. This training provides information about the nine stages of the Employment Continuum and how to engage youth throughout the employment process.

Court-Involved Youth Educational Workshop

* **TA Provider**: Workforce Professionals Training Institute (WPTI)
* **Format**: 1.5 hour workshop
* **Time and Location**: 4.17.14 @ 12:30pm-2:00 pm; DYCD: 2nd Floor Auditorium, 156 William Street
* **Target Audience**: all programs all levels
* **For information or to register:** http://goo.gl/2CrG4m or email: smori@workforceprofessionals.org

This workshop, facilitated by Youth Represent, will provide information and resources about legal questions and concerns for youth who are court system-involved. The workshop will provide an overview of the NYC justice system and resources to assist young people; and strategies to coach youth who are court system-involved through the employment process.

Fostering Change from Within

* **TA Provider**: Workforce Professionals Training Institute (WPTI)
* **Format**: Full day workshop
* **Time and Location**: 4.17.14 @ 9:00am-5:00 pm; WPTI: 11 Park Place, Suite 701
* **Target Audience**: retention specialists, job developers, case managers, career coaches (max 36 ppl)
* **For information or to register:**
  https://workforceprofessionals.org/training/single_courseDetails.php?section_id=354 or
  email: smori@workforceprofessionals.org

This workshop explores the three factors that impact motivation, and techniques targeted at overcoming resistance.   Covered in this session will be Motivational Interviewing, a non-confrontational style of interaction.

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**: 4.3.14 @ 9:00am-4:30 pm; WPTI: 11 Park Place, Suite 701
* **Target Audience**: retention specialists, job developers, case managers, career coaches (max 36 ppl)
* **For information or to register:**
  https://workforceprofessionals.org/training/single_courseDetails.php?section_id=349 or
  email: smori@workforceprofessionals.org

Working with youth can be challenging for many reasons, but helping young job seekers who have been incarcerated or involved in the criminal justice system can present even more challenges. Learn strategies to empower participants in applying and interviewing, as well as legal-aid resources targeted to assisting you and the youth in successfully navigating the New York justice system.

Leading with Confidence 201 for Workforce Programs: Unleashing Your Leadership Potential

* **TA Provider**: Workforce Professionals Training Institute (WPTI)
* **Format**: Full day workshop
* **Time and Location**: 5.22.14 @ 9:00am-5:00pm; WPTI: 11 Park Place, Suite 701
* **Target Audience**: program directors, senior staff & managers, supervisors (max 36 ppl)
* **For information or to register:**
  https://workforceprofessionals.org/training/single_courseDetails.php?section_id=351 or

email: smori@workforceprofessionals.org

Emerging leaders understand that it's vitally important to consider the multiple dimensions of organizational and team success. That success goes beyond "getting results" and hinges on how the work happens and how people relate to each other. In this one-day, interactive course, you will learn about three important dimensions of success: Results, Process, and Relationship (RPR). The RPR model encourages leaders to understand varying leadership and work styles in addition to proven strategies for creating a satisfying work experience, a higher level of productivity, and sustainable results.

(LOD) LEADERSHIP AND ORGANIZATION DEVELOPMENT

Board Development and Governance

* **TA Provider:** Nonprofit Help Desk
* **Format:** ½ day workshop
* **Time and Location:** 5.1.14 @ 9:30-12:30pm; 156 William Street, 2nd Floor Conference Room
* **Target Audience:** Development directors, executive directors (max 35 people)
* **To register:** http://www.nphd.org/ai1ec_event/board-development-governance/?instance_id=56

This workshop is designed to highlight the characteristics of a high impact board. Join Matthew R. Hillery, attorney and advisor to NonProfit HelpDesk, as we focus on the responsibilities of boards and fiduciaries in the nonprofit sector, board development as a strategic tool, and upcoming changes required of New York City nonprofits.

Core Competencies for Supervisors of Youth Workers

* **TA Provider**: Community Resource Exchange (CRE)
* **Format**: Five ½ day workshops
* **Time and Location**: 4.25.14 AND 5.15.14 @9:30-12:30pm; CRE, 42 Broadway, 20th floor, NY 10004
* **Target Audience**: Supervisors (max 24 ppl)
* **To register: REGISTRATION CLOSED** *(may be offered again in the Fall of 2014)*

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 Human Resource Management

* **TA Provider:** Community Resource Exchange (CRE)
* **Format:** Three ½ day workshops
* **Time and Location:** 3.13.14, 3.31.14, AND 4.21.14@ 10am-1pm; CRE, 42 Broadway, 20th floor
* **Target Audience:** staff with supervision responsibilities (max 35 people)
* **To register:** http://goo.gl/1RNwhs

Team members will discuss a variety of approaches and techniques for managing people effectively and collaborate with one another and problem-solve real-life staffing situations. The first action learning team meeting will be used to both introduce participants to one another and familiarize them with key concepts related to the theme. Subsequent meetings would be used to explore the subject in depth and to support the application and implementation efforts of participants. Peers will act as consultants to one another, exchange strategies, and encourage accountability for action steps.

High Performing Managers Initiative

* **TA Provider**: Community Resource Exchange (CRE)
* **Format**: Seven ½ day workshops
* **Time and Location**: 4.11.14, 5.2.14, 5.16.14, AND 6.6.14 @9:30-12:30pm; CRE, 42 Broadway, 20th floor

- **Target Audience**: Supervisors (max 24 ppl)
- **To register: REGISTRATION CLOSED** *(may be offered again in the Fall of 2014)*

HPMI focuses on managers who have been in their position three years or less, and who have significant program and supervisory responsibilities. Participants will interact and network with up to 21 peers overall and up to seven leaders more deeply in your action-learning team. Your circle of peers will be diverse in many ways, thus enriching your learning experience. Members of your action-learning team will be more similar in background.

(SBP) STRENGTH-BASED PRACTICES

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

- **TA Provider**: Mental Health Association of NYC
- **Format**: Full day Workshop
- **Time and Location**: 5.8.14 @9:30am-4pm; UFT, 52 Broadway, 19th floor, Room G
- **Target Audience**: All programs and levels
- **For information or to register:** http://motivationalinterviewingmay2014.eventbrite.com/

Using video, role play, and youth scenarios, this workshop will examine the guiding principles of an approach called Motivational Interviewing. By 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 engage in conversations with young people that decrease their ambivalence and build motivation for positive change.

Intro to Vicarious Trauma: What is it and what can you do?

- **TA Provider**: Mental Health Association of NYC
- **Format**: ½ day workshop
- **Time and Location**: 4.8.14 @9:30am-12:30pm; MHA, 52 Broadway, Room 19C
- **Target Audience**: all programs and levels
- **For information or to register:** http://vicarioustraumaApril2014.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.

Staying in Balance: Healthy Solutions to Managing Your Stress in the Workplace

- **TA Provider**: Mental Health Association of NYC
- **Format**: Full day workshop
- **Time and Location**: 5.20.14 @9:30am-12:30pm; MHA, 52 Broadway, room 19C
- **Target Audience**: all programs and levels
- **For information or to register:** http://stayinginbalancemay2014.eventbrite.com/

Do you sometimes find yourself overwhelmed by the demands of your job and the complexity of the issues faced by the people you serve? Participants will be provided with tools to respond in healthy ways to the different levels of emotional distress that arise from the course of their day-to-day interactions. Topics covered include understanding the impact of stress on your work performance; identifying common job conditions that contribute to your stress; strategies for reducing your stress at work; and how to create a self-care assessment and plan.

Strength-Based Case Management, Documentation 2.0

- **TA Provider**: Mental Health Association of NYC
- **Format**: Full day workshop
- **Time and Location**: 4.28.14 @ 9:30am-4:30pm; MHA, 52 Broadway, room 19G
- **Target Audience**: all programs and levels
- **For information or to register:** http://documentationApril2014.eventbrite.com/

Do you want to learn more effective strategies to help individuals and families set and meet their goals? Could your case notes use some organization and quality improvement? Beginning with a foundation in strength-based assessment, this day will be highly interactive and will use exercises, role plays, videos and other practice tools.

Youth Mental Health First Aid

- **TA Provider**: Mental Health Association of NYC
- **Format**: Two full day workshops
- **Time and Location**: 6.12.14 and 6.13.14 @ 9am-5pm; UFT, 52 Broadway, 19th Floor, Room F
- **Target Audience**: all programs and levels
- **For information or to register:** http://YMHFAJune2014.eventbrite.com/

In response to growing concerns about the need for mental health services for the individuals and families, the Mental Health Association of NYC is once again pleased to offer this nationally recognized education program. Mental Health First Aid is intended to teach providers and community members how to respond more effectively to those experiencing a mental health challenge. It is a highly interactive, 12-hour program taught over two days and is designed for participants from all levels of the organization.

(OTH) OTHER

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

- **TA Provider**: The After-School Corporation (TASC)
- **Time and Location**: 5.13.14 OR 6.10.14 @ 10.00am to noon; 161 William Street, 7th Floor
- **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 DYCD Online and are responsible for entering and maintaining program data. Individuals must know how to use a computer to attend this training.

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**: 5.14.14 OR 6.11.14 @10.00am to 12:30pm; 161 William Street, 7th Floor
- **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 site staff members—those with Middle School and High School contracts—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.

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**: 5.20.14 OR 6.17.14 @ 10.00am to 12:30pm; 161 William Street, 7th Floor

- **Target Audience**: school program staff; (max 30 ppl)
- **To register:** http://www.expandedschools.org/get-started/trainings

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

DYCD OST Online Workscope Development

- **TA Provider**: The After-School Corporation (TASC)
- **Format**: ½ day workshop
- **Time and Location**: 4.15.14, 4.16.14, 4.22.14, 4.23.14, 4.29.14, OR 4.30.14 @10.00am to 12:30pm; 161 William Street, 7th Floor
- **Target Audience**: program directors and agency administrators; (max 30 ppl)
- **To register:** www.expandedschools.org/get-started/trainings

This training is designed for program directors and agency administrators who are responsible for workscope development. Individuals must know how to use a computer to attend this training.

Intensive Professional and Leadership Development Initiatives

✓ **DYCD Scholars**
The 2014 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 360º feedback instrument and follow-up coaching.

✓ **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 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 will 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, 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.