Spring 2024 DCAS Citywide Training Center Schedule

Phone: 212.386.0005 or 212.386.6425

Fax: 212.313.3439

Email: citywidetrainingcent@dcas.nyc.gov

Website: www.nyc.gov/ctc

Unless noted, open enrollment classes are held from 9:00am to 5:00pm

Executive Development Portfolio

Course Title	Code	Credits	Days	Dates	Cost
See Course Catalog, page 9 for details and/or call **Executive Development Programs** at 212-386-0004.					

No Cost Learning Portfolio

Course Title	Code	Credits	Days	Dates	Cost
CCHR Overview of the City Human Rights Law	C8164	.2CEUs/2.4CPEs 2PDCs	2 hrs	Jan 18; Apr 10; Jun 6 (10:00am-12:00pm)	N/C
Disability Awareness and Etiquette (Live Webinar)	C8022W	.15CEUs/2CPEs 1.5PDCs	1 ½ hr	Feb 7 (10:30am-12:00pm); Apr 2 (10:30am-12:00pm);	N/C
Disability Awareness & Etiquette (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.				N/C
Online Records Management (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.				N/C
Mandated Training					
Everybody Matters: EEO & Diversity & Inclusion for NYC Employees (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.				N/C

No Cost Learning Portfolio

Course Title	Code	Credits	Days	Dates	Cost
LGBTQ: The Power of Inclusion (Live Webinar / In-Person)	C7787W/ C7787	.3CEUs/4CPEs 3PDCs	½	In-Person: Feb 6; (9:00am-12:30pm) or (1:30pm-5:00pm) Live Webinar: Jan 10 (1:30pm-5:00pm) Mar 6 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
LGBTQ: The Power of Inclusion (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov)to request access to the training.				N/C
Sexual Harassment Prevention (Live Webinar)	C7965W	N/A	2 hrs	Daily Based on Demand	N/C
Sexual Harassment Prevention (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.				N/C
Conflicts of Interest (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.				N/C
Corruption Prevention Awareness (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.				N/C

NYC Specific Portfolio

Course Title	Code	Credits	Days	Dates	Cost
Cultural Awareness and Inclusivity					
Building an Inclusive Culture: Understanding Unconscious Bias (Live Webinar / In-Person)	C1078W/ C1078	.3CEUs/4CPEs 3PDCs	½	Live Webinar: Jan 9; Mar 5; In-Person: Apr 4 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
Creating a Culture of Inclusion, From Microaggressions to Microaffirmations (Live Webinar / In-Person)	C9583W/ C9583	.3CEUs/4CPEs 3PDCs	½	Live Webinar: Feb 23 (9:00am-12:30pm) In-Person: May 6 (9:00am-12:30pm)	N/C
Disability Awareness & Etiquette (Live Webinar)	C8022W	.15CEUs/2CPEs 1.5PDCs	1 ½ hrs	Feb 7 (10:30am-12:00pm); Apr 2 (10:30am-12:00pm);	N/C
Disability Awareness & Etiquette (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (Ccompliance@dcas.nyc.gov) to request access to the training.				N/C
Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees* (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (Ccompliance@dcas.nyc.gov) to request access to the training.				N/C
LGBTQ: The Power of Inclusion (Live Webinar / In-Person)	C7787W/ C7787	.3CEUs/4CPEs 3PDCs	½	In-Person: Feb 6; (9:00am-12:30pm) or (1:30pm-5:00pm) Live Webinar: Jan 10 (1:30pm-5:00pm) Mar 6 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
LGBTQ: The Power of Inclusion* (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (Ccompliance@dcas.nyc.gov) to request access to the training.				N/C

Course Title	Code	Credits	Days	Dates	Cost
Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations	C8606	.3CEUs/4CPEs 3PDCs	½	Apr 10 (9:00am-12:30pm)	N/C
Moving from Bystander to Upstander, What Would You Do? (Live Webinar / In-Person)	C9584W/ C9584	.3CEUs/4CPEs 3PDCs	½	Live Webinar: Mar 22 (9:00am-12:30pm) In-Person: May 24 (9:00am-12:30pm)	N/C
Reasonable Accommodation Procedural Guidelines (Live Webinar)	C7788W	.3CEUs/4CPEs 3PDCs	½	Jan 24; (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
Sexual Harassment Prevention* (Live Webinar)	C7965W	N/A	2 hrs	Daily Based on Demand	N/C
Sexual Harassment Prevention (eCourse)*	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (Ccompliance@dcas.nyc.gov) to request access to the training.				N/C
Structured Interviewing and Unconscious Bias (Live Webinar)	C7790W	.3CEUs/4CPEs 3PDCs	½	Jan 17 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
Structured Interviewing: Utilizing Follow-Up and Probing Questions (Live Webinar)	C8047W	.3CEUs/4CPEs 3PDCs	½	Jan 31 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
The Power of Words, Can We Talk? (Live Webinar / In-Person)	C9582W/ C9582	.6CEUs/8CPEs 6PDCs	1	Live Webinar: Apr 19 In-Person: Jun 25	N/C
*Mandated Citywide Trainings					
Professional Practices					
Energy Management Professionals: See Course Catalog, pages 50 for details					

Course Title	Code	Credits	Days	Dates	Cost
Procurement Professionals					
Conflicts of Interest Seminar for Procurement Professionals	P4002	.25CEUs	2 ½ hrs	Mar 6 (9:30am-12:00pm)	N/C
Mayor's Office of Contract Services Courses					
Competitive Sealed Bids	P6203M	.15CEUs	1½ hrs	Jan 25 (11:00am-12:30pm)	N/C
Emergency Purchase Method: Continued	P6217M	.15CEUs	1½ hrs	Jun 6 (11:00am-12:30pm)	N/C
Evaluation Process: Competitive Sealed Proposals	P6212M	.15CEUs	1½ hrs	Feb 22 (11:00am-12:30pm)	N/C
Human Service Contract Monitoring: Process and Principles	P6215M	.15CEUs	1½ hrs	May 2 (11:00am-12:30pm)	N/C
Local Law 63	P6213M	.15 CEUs	1 ½ hrs	Mar 14 (11:00am-12:30pm)	N/C
Performance Evaluation: Process and Principles	P6216M	.15 CEUs	1 ½ hrs	May 16 (11:00am-12:30pm)	N/C
Responsibility Determination: Process and Principles	P6214M	.15 CEUs	1 ½ hrs	Apr 18 (11:00am-12:30pm)	N/C
Small Business Services M/WBE Courses (Live Webinar)					
101: M/WBE Program Overview	P9045S	.15 CEUs	1 ½ hrs	Jan 11, Mar 14 or May 9 (1:00pm-2:30pm)	N/C
102: Identifying M/WBEs, incl Using the Online Directory	P9046S	.15CEUs	1½ hrs	Feb 8 or Jun 13 (1:00pm-2:30pm)	N/C

DCAS Citywide Learning & Development

Course Title	Code	Credits	Days	Dates	Cost
201: Incorporating the M/WBEs into the Procurement Process	P9049S	.15CEUs	1½ hrs	Mar 14 (3:00pm-4:30pm)	N/C
202: Best Practices for M/WBE Goal Setting	P9042S	.3CEUs	½	Apr 11 (1:30pm-4:30pm)	N/C
203: M/WBE Program Resources	P9048S	.15CEUs	1 ½ hrs	Jan 11 or May 9 (3:00pm-4:30pm)	N/C
204: Best Practices for M/WBE Networking and Outreach	P9050S	.15CEUs	1 ½ hrs	Feb 8 or Jun 13 (3:00pm-4:30pm)	N/C
Non-DCAS Opportunities					
CCHR Overview of the City Human Rights Law	C8164	.2CEUs/2.4CPEs 2PDCs	2 hrs	Jan 18; Apr 10; Jun 6 (10:00am-12:00pm)	N/C
Conflicts of Interest*	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (Ccompliance@dcas.nyc.gov) to request access to the training.				N/C
Corruption Prevention Awareness*	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (Ccompliance@dcas.nyc.gov) to request access to the training.				N/C
Online Records Management	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (Ccompliance@dcas.nyc.gov) to request access to the training.				N/C
*Mandated Citywide Trainings					