

Foundations of Leadership Certificate Program Frequently Asked Questions (FAQ)

1. How do I find current offerings of the five required PSWP workshops?

To find current offerings of the five required workshops, log in to the Statewide Learning Management System (SLMS) and follow the steps below.

1. **Enter the workshop title** in the search bar in the SLMS.
2. In the **“Filter by”** menu on the left, select **“Courses.”**
3. Note: if the **“Courses”** button is inactive, you may need to refresh your browser.
4. Under **“Category,”** choose **“PSWP”**.
5. Under **“Upcoming Events,”** select **“Next 90 Days.”**

Note: PSWP recommends registering for a workshop even if it is currently full. This will place you on the waitlist. If seats become available, waitlisted individuals are enrolled on a first-come, first-served basis. Additionally, waitlisted registrants receive early notification when new sessions are scheduled.

2. I took one of the required courses in 2015. Will that count toward the certificate?

Currently, there are no time limits for completing the required courses. So, a course completed in 2015 would be acceptable.

3. Will there be new offerings for the following workshops: Adapting to Change, Decision Making & Critical Thinking, Effective Communication Techniques, Managing Multiple Priorities, and Workplace Conflict Resolution?

We are in the process of scheduling new sessions for these workshops. Currently, there are no deadlines for completing the required courses, so any previous completions of these five workshops will still count towards your certificate.

4. How do I register for the online course, and do I need my supervisor’s approval?

To register for the “Introduction to Foundations of Leadership (Online)” course, follow these steps:

1. Go to the SLMS (Statewide Learning Management System).
2. Enter **“PSWP_IFLO”** in the search bar.
3. Select the course link, then select **“Enroll.”**

Once you register, your enrollment will be automatically approved, so you do not need your supervisor's approval.

Separate enrollment with supervisory approval is needed for each of the other five required PSWP workshops.

5. I am a new State employee. I do not yet have a ny.gov login. How do I register for the courses?

An *active SLMS account* is **required** to register for *Introduction to Foundations of Leadership (Online)* and the five required PSWP workshops.

6. Is there a deadline to register for the Foundations of Leadership Certificate Program?

No, you do not need to register for the program before completing it. To receive your certificate, first complete the "Introduction to Foundations of Leadership (Online)" course and the five required workshops. Once you have finished all six courses, email pswregistration@albany.edu with your N number and copies of your course completion certificates.

7. Is there a deadline to register for the online course, *Introduction to Foundations of Leadership (Online)*?

Introduction to Foundations of Leadership (Online) is an online, self-paced course that you may complete at any time as long as your bargaining unit is either PEF or M/C.

8. How can I check if I've completed all five required courses?

1. Log in to your SLMS account.
2. Navigate to the **Main Menu**.
3. Select **Self Service**.
4. Select **Learning**.
5. Choose **My Learning**.

You will find your course completions listed there.