



January 2023

SPO Training Spotlight: Three New eLearning Tracks

The State Personnel Office Training and Development Bureau recently launched three new eLearning course tracks available on the Enterprise Learning Management (ELM) system: Career Success Foundations (CSF), Professional Growth and Advancement (PGA), and Workplace Wellbeing (WW). Each of these learning tracks consists of a set of related eLearning modules that serve as prerequisite courses to take prior to enrolling in a final assessment. Passing the final assessment results in the learner being awarded a certificate of completion of the series. The new learning tracks are:

CSF

The Career Success Foundations (CSF) series consists of twelve eLearning courses that will help State of New Mexico employees get off on the right foot in their careers or review essential skills and knowledge to grow and develop as valued members of the State of New Mexico workforce. Topics covered in the series include demonstrating professionalism, workplace ethics and integrity, avoiding harassing behaviors, developing business communication skills, building good work relationships, and time management.

PGA

The Professional Growth and Advancement (PGA) series consists of ten eLearning courses and a final assessment. Courses in the PGA series cover topics such as growing your career, resume writing and interviewing for career advancement, business writing, and problem-solving skills. The series is intended for all State employees, but especially those who may be beyond the very beginning of their careers and are seeking to build necessary skills to grow and advance into higher-level positions.

WW

The Workplace Wellbeing (WW) series consists of eight eLearning courses and a final assessment. Topics covered in the WW series include developing a growth mindset, coping with workplace change, improving your focus, and dealing with pressure. The series is intended for State employees at all levels who wish to explore strategies to increase their personal and professional wellbeing to be at their best.



Nearly 50 eLearning courses are now being offered by the State Personnel Office, available to all State employees on the ELM system. These eLearning courses are available on-demand so that they can be taken whenever best fits your schedule.

Other course tracks include the Essentials of Supervision and Management (ESM) program and the Communication and Conflict Resolution Skills (CCR) series.

Completion of any eLearning courses or learning tracks provides a training certificate that State employees can have placed in their personnel files and can list on their resumes to highlight the knowledge and skills gained.

Choose your next learning track today by going to the [Enterprise Learning Management \(ELM\) system](#).



Resolve to Keep Learning in 2023!

If growing your career is your goal, you need to keep learning! The State Personnel Office makes keeping this resolution easy by offering numerous professional development training options.

You can choose instructor-facilitated classes, on-demand eLearning classes, or learning tracks that combine both and provide a certificate of program completion at the end. Set a manageable personal goal, such as 1-2 classes per month, and you'll be well on your way to advancement in the new year.

New Course: Creating a Culture of Civility Together

"Who do you want to be? It's a simple question, and whether you know it or not, you're answering it every day through your actions. This one question will define your professional success more than any other, because how you show up and treat people means everything."

-Christine Porath, Ph.D., author of
[Mastering Civility: A Manifesto for the Workplace](#)

Most of us want to work in a pleasant and respectful work environment, but not everyone has the tools to make it happen, especially when things get challenging. The Training and Development Bureau has created a new instructor-facilitated course called "Creating a Culture of Civility Together" that is available for employees at all levels. "Civility" refers to treating each other with respect, courtesy, and consideration in the workplace, and it is the antidote to toxic work environments in which people can't focus on their important work because of interpersonal issues.

In the class, participants will learn to recognize workplace incivility, its causes, and effects; identify characteristics and benefits of a culture of civility; and use strategies to create and maintain a culture of civility together as a team. The class is especially helpful for a workgroup to take together but will also be beneficial for any State employee to learn more about how to make the workplace a more positive, productive, and enjoyable place to be. View available class listings on the ELM system at <https://elm.share.state.nm.us/>.



No Access to ELM?

If you don't use SHARE HCM to enter your time, you might not have access to SHARE ELM to register for classes. But did you know that you can still take any instructor-led class that SPO offers?

Just view class listings on the [State Personnel Office Training Calendar](#).

Then, email the SPO Training and Development Bureau at personnel.training@spo.nm.gov with your name, Employee ID#, and the titles and dates of the classes you would like to attend.

We can register you ourselves and send you the class information so that you may attend.



About Us

The SPO Training & Development Bureau provides learning opportunities for state employees to promote professional growth and development and to ensure that our workforce is well-equipped to carry out their important responsibilities. We offer instructor-facilitated classes, on-demand eLearning modules, and additional resources and support for state employees' learning and development needs.



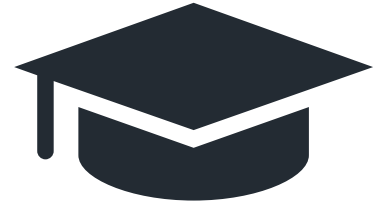
Visit our [Training Calendar](#) on the SPO website to view and register for upcoming training events.



Contact us at personnel.training@spo.nm.gov with any questions or concerns.

Essentials of Supervision and Management Program: Graduates for the Third Quarter of FY23

The State Personnel Office Training and Development Bureau congratulates the latest graduates of the Essentials of Supervision and Management (ESM) program! These graduates completed the program by completing 10 eLearning courses, the instructor-led Managing Employee Performance class, and the final Capstone Course. They then received a certificate of completion of the Essentials of Supervision and Management Program. By completing the program, they have demonstrated their investment in developing their leadership knowledge and skills to best serve the State of New Mexico.



The October, November, and December graduates are:

Alexandria Vargas, DVR

Andre O'Brien, CYFD

Andrea Sundberg, DOH

Bonnie Florian, DVR

Brandi Brickey, ALTSD

Brian Guzman, EMNRD

Casilda Gallegos, DVR

Celeste Bitsilly, TRD

Chris Santistevan, DVR

Christopher Hamilton, NMED

Cindy Branch, DVR

Davena Crosley, NMED

David Feather, NMED

Denise Soto, HSD

Erik Munroe, EMNRD

Erika Contreras, DVS

Erika Martinez, NMED

Hotona Secatero, DVR

Isabel Jerabek, Third Jud. Dist Ct.

Jamie Forsyth, CYFD

Jason Martinez, NMED

Jennifer Fullam, NMED

Kathryn Drummond, ECECD

Kendra Brand, CYFD

Kirby Olson, NMED

Krystal Tool, DFA

Levi Dean, NMED

Marci Nevarez, NMED

Maria Padilla, ECECD

Martha Murillo, NMDWS

Megan Molina, DPS

Melissa Chavarria Medina, DPS

Michael Ortiz, NMED

Natali Myers, ALTSD

Nicholas Darco, CYFD

Olasunkanmi Olaoye, PERA

Olympia Garcia, DVR

Rhonda Holderman, NMED

Richard Martinez, NMCD

Roberta Farley, ALTSD

Sarah McGeath, RLD

Cady Sartorius, NMDWS

Shea Schelman, NMED

Teresa Valdez, DOT

Ulysses Puccetti, DVR

Veronica Gonzalez, ALTSD

Wendy Ybarra, ALTSD