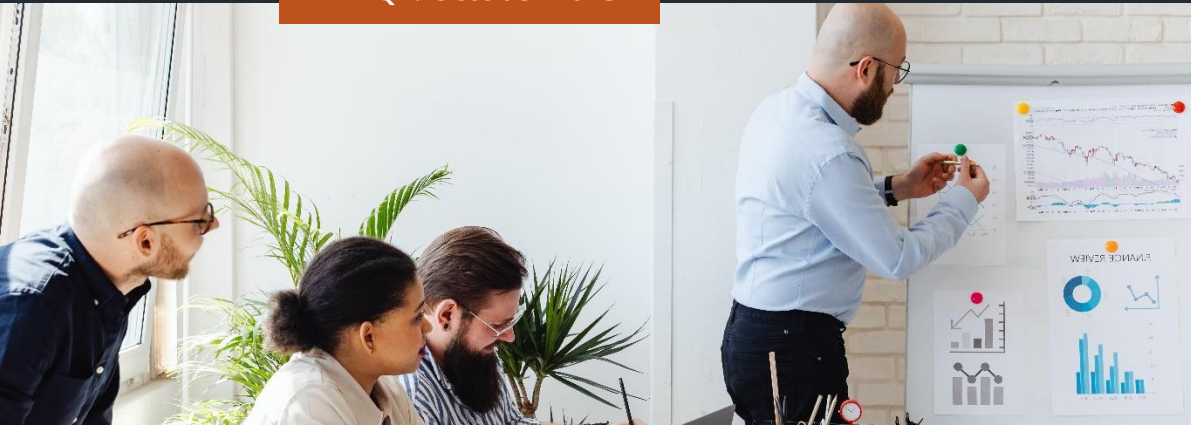




FY24 Q2: October 2023



By the Numbers

The State Personnel Office now has over **80** Learning courses available to all State employees on the ELM system! **19** new courses were added in FY24 Q1 alone, including our new Project Management eLearning series and the new “OLÉ on Demand” courses.

In FY24 Q1:

- Over **3,600** certificates of course completion were issued for elective eLearning courses
- Almost **4,400** course completions were issued for the mandatory Civil Rights course
- **8,000** total eLearning course completions were issued in FY24 Q1
- Over **1,300** participants in live, instructor-led courses

SPO Training Spotlight: ESM First-Year Report Demonstrates Success of Program

The Essentials of Supervision and Management (ESM) program is a leadership development opportunity offered by the State Personnel Office that is intended to help develop fundamental knowledge, skills, and competencies for supervisory and managerial success. The program, which debuted in mid-2022, recently was evaluated for its effectiveness following its first year of implementation. The ESM program has been offered state government-wide, and in FY23 was completed by 234 individuals from 32 state agencies (when counting all judicial branch participants as one agency). Program evaluation survey results have been overwhelmingly positive, with respondents strongly supporting a finding that the program is perceived to be relevant, of high quality, and beneficial for improving foundational competencies. 96% of participants report agreement that the program had increased knowledge and skills important for their positions, with 97% agreeing that they would be able to apply the learning from the program directly to their work as a supervisor or manager. 94% of participants reported that completing the program had increased their feeling of support and investment from the State of New Mexico in their success. In follow-up surveys, 90% of respondents agreed that the program had a significant positive impact on their job performance in the time since completion.

One program goal moving forward is to increase the percentage of aspiring and new supervisors/managers in the program, so that they can benefit from the information at the point in their careers that they may need it the most. All State leadership are encouraged to consider making this training opportunity available to their employees who seek advancement into higher-level roles, as well as those who have recently entered supervision or management for the first time. The program is expected to have around 350 graduates by the end of 2023, and the State Personnel Office Training and Development Bureau looks forward to many more.



Ongoing Leadership Education (OLÉ) Training Schedule

The Ongoing Leadership Education (OLÉ) training series consists of one-hour discussions of leadership topics providing useful action ideas in a short amount of time. The sessions will take place on the third Thursday of each month at 10-11 AM over Zoom. Registration on ELM is appreciated, but advance registration or access to ELM are not required to attend OLÉ sessions. Contact us at personnel.training@spo.nm.gov if you would like to attend and can't register on ELM. We look forward to seeing you there!

FY24 Q1 OLÉ schedule	
10/21	Preventing Burnout on your Team (SoNM-1827-7) How to use a three-part model for reducing emotional exhaustion.
11/16	Improving Performance by Building Confidence (SoNM-1827-8) Three action steps to help unleash your team's potential.
12/14	Communicating for Effective Leadership (SoNM-1827-9) Five tips for building exemplary communications with your team.

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.



Project Management eLearning Track Added

Are you ready to manage a project from start to finish? Can you lead a team through a project successfully? Project management skills and competencies are highly sought after in many jobs, but getting trained and certified can be costly. To help you build the skills you need, the State Personnel Office Training and Development Bureau has launched a Project Management (PM) eLearning series. This comprehensive series consists of nine eLearning courses covering a variety of essential topics, followed by a final assessment course that, once passed, will award a certificate of series completion. Please see the table for a listing of all courses in the series.

The addition of the Project Management series makes a total of eight learning tracks available to all State employees. Five of these learning tracks (Career Success Foundations, Professional Growth and Advancement, Workplace Wellbeing, Change Management and the new Project Management series) are eLearning only, while the other three (Essentials of Supervision and Management, Communications and Conflict Resolution Skills, and the Customer Service Excellence series) are hybrid tracks consisting of both eLearning and instructor-led classes. Completion of any eLearning course or learning track 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.

Project Management (PM) eLearning Course Series	
Project Management Overview	SoNM-1849-1
Getting Started with Project Management	SoNM-1850-1
Mastering Project Management Frameworks	SoNM-1851-1
Strategies for Managing Project Scope	SoNM-1852-1
Project Management Scheduling	SoNM-1853-1
Communication Strategies for Project Managers	SoNM-1854-1
Successful Reporting for Project Managers	SoNM-1855-1
Change Management for Project Managers	SoNM-1856-1
Advancing Your Project Management Skills	SoNM-1857-1
Project Management eLearning Series	SoNM-1858-1



ESM Program Study Group Cohorts Launched

The Essentials of Supervision and Management Program now registers monthly graduating cohorts into a study group to help coach participants through to completion. We know it can be hard to stay on track with completing all of the required eLearning along with all of your main job duties. Make it easier by joining a study group! Registered participants receive:

- Registration in the capstone class for their graduation month (and in Managing Employee Performance if needed)
- Weekly guidance and reminders about what needs to be completed each week to keep you on track
- Assistance and support with eLearning course enrollment and completion

Study groups are currently running for the November and December graduating cohorts. We'll be registering our next groups soon – watch for an email or contact us at personnel.training@spo.nm.gov.

ESM Program Graduates for the First Quarter of FY24

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 July, August, and September 2023 graduates are:

Adrieanna Walls	John Kutinac	Michelle Bowdon
Alicia Beltran	John Rhoderick	Porfirio Martinez
Alyssa Flores	Joseph Kimbrell	Rani Bush
Amber Griego	Kayla Whittaker	Rebecca Archuleta
Angela Sisneros	Kelly O'Neill	Rico Blea
Anne Clark	Kendra Karp	Sufi Mustafa
Cynthia Marquez	Leonard Fulton	Suzanne Duran-Vigil
Donna Garcia	Lisette Valdez Flores	Tatiana Englemann
Elizabeth Wozniak	Margarita Zavala	Veronica Mendez Matley
Ernest Sutliff	Martha Ordorica	
Faith Ingwersen-Crosby	Maya Clifford	
Francesca Kegler	Melisa Koester	
Jenna Jaquez	Michael Thompson	