



FY24 Q3: February 2024



By the Numbers

In 2023, Learning and Development:

- Increased eLearning catalog from 47 to 104 courses
- Had 14,994 completions of non-mandatory eLearning classes
- Provided 185 instructor-led classes
- Had 4,896 participants in instructor-led classes
- Launched 4 new learning tracks
- Had over 100 participants at each of 9 OLÉ sessions

Updates to Learning and Development at the State Personnel Office

You'll notice some changes to what used to be called the Training Bureau at the State Personnel Office, starting with the name. Now called the Learning and Development Bureau, this unit at the State Personnel Office remains dedicated to providing opportunities for state employees to learn and grow their knowledge and skills, as well as to develop throughout their careers. The change of name reflects greater alignment with the ever-growing Human Resources area of specialization in Learning and Development, as well as a focus on the most important element in that field: promoting and facilitating employee learning.

The Learning and Development Bureau is actively engaged in providing so much more than what is typically meant by "training" on a particular job task or skill. We provide leadership development programs such as Essentials of Supervision and Management (ESM) and Advanced Team Leadership (ATL), continuing learning and networking opportunities through monthly Ongoing Leadership Education (OLÉ) sessions, learning support through structured study plans and meetings for each graduating cohort of the leadership programs, continuing education for Human Resources professionals, professional development programs providing a certificate of completion for sought-after specialties including Project Management and Customer Service Excellence, in-person teambuilding sessions on improving workplace culture, over 100 eLearning courses available on demand on a variety of useful topics, and more.

Find us at our new email address: Learning.Development@spo.nm.gov and webpage: <https://www.spo.state.nm.us/learning-development/>.

We look forward to helping you grow and develop your state career.



Ongoing Leadership Education (OLÉ) Training Schedule

In April 2023, the State Personnel Office Learning and Development Bureau launched a new, monthly series called Ongoing Leadership Education, or OLÉ for short. The OLÉ series consists of monthly, one-hour sessions for learning about and discussing topics related to leadership development, with the goal of providing practical, applicable suggestions and ideas in a short amount of time. The State Personnel Office is pleased to announce that since the April 2023 launch, there have been over 1,000 session participants as recorded in the Enterprise Learning Management (ELM) system.

Participant feedback on the OLÉ sessions has been consistently excellent, with attendees noting that they appreciate the one-hour timeframe since it can be easily fit into their busy work schedules. On post-session evaluations, participants have also commented on how much they appreciate the presentation topics and the opportunity to hear from a diverse group of State government managers in the class discussion. Each session typically has over 100 participants and provides ample opportunity for facilitated discussion to benefit from the insights of those participants who may have significant career experience to share regarding the topic.

The OLÉ sessions are held over Zoom on the third Thursday of each month. Topics have included motivating your team, improving poor performance, and preventing burnout. For those who were unable to attend the live sessions, the State Personnel Office has also created short, on-demand, eLearning versions of the presentations, which can be completed on ELM in about 20-30 minutes each. Past sessions have been issued in eLearning format as “OLÉ on demand” courses, which can all be found on the ELM system by searching for “OLÉ on demand.”

FY24 Q3 OLÉ schedule	
1/18	<p>New Year’s Resolutions for Strengthening Self-Leadership Start 2024 off right by setting yourself up for success.</p>
2/15	<p>Delegating with Intentionality Being purposeful in work assignments for everyone’s benefit</p>
3/21	<p>Disengaged, Discontent, or Just Difficult? Dealing with challenging supervisory situations</p>

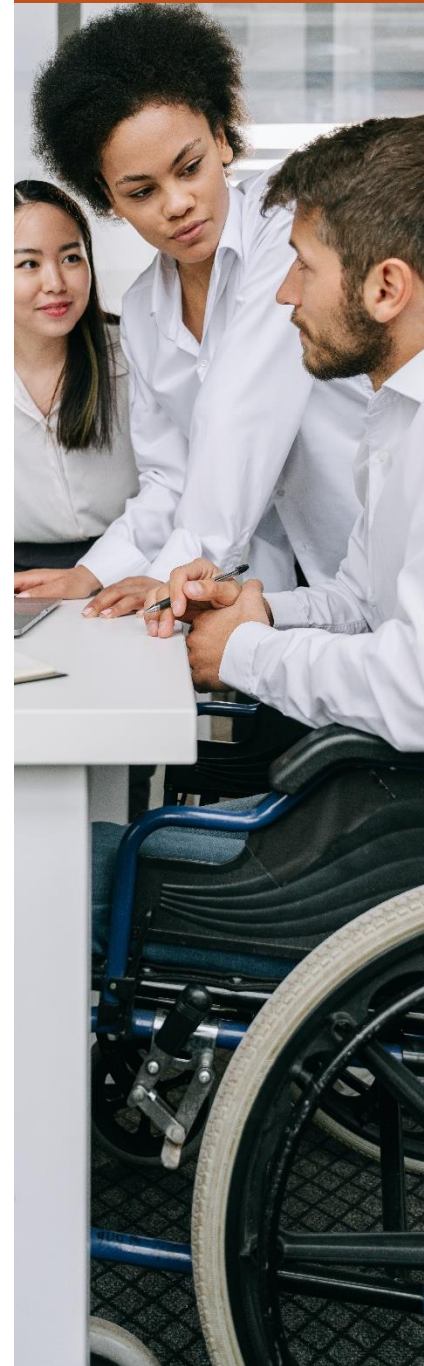
SPO Updates Required Course for Supervisors on Performance Evaluations

State Personnel Board Rule 1.7.9.9 (A) NMAC requires that “managers and supervisors must successfully complete a director-approved course of study on employee performance appraisal within 90 days of appointment as a supervisor.” For several years, this required course has been known as Managing Employee Performance (MEP), which was held as a three-hour, instructor-led course. Both in response to course feedback and as a proactive measure to enhance the content and delivery of the course, the State Personnel Office Learning and Development Bureau has substantially revised the course. Now known as “Conducting Performance Evaluations at the State of New Mexico” (CPE), the required curriculum is a hybrid course composed of two parts: an eLearning portion and an instructor-led class portion. Completion of the eLearning course (Part 1) is a prerequisite for enrolling in the instructor-led class and completing the full course for credit.

The eLearning component, Conducting Performance Evaluations at the State of New Mexico – Part 1, can be found on the Enterprise Learning Management system (ELM) under course code SoNM-1914. A web-based option will be made available for use by employees at agencies that lack SHARE ELM access. The course takes approximately one hour to complete. It provides an overview of performance evaluation requirements, how to carry out the annual evaluation cycle, and best practices for successful use of the evaluation process for performance management. The instructor-led component, Conducting Performance Evaluations at the State of New Mexico – Part 2 (course code SoNM-1915), is a two-hour, interactive class focused on practicing skills of writing effective goals, rating employee performance, and writing helpful feedback comments to support performance ratings and motivate excellence in job performance. It is open for registration on ELM, but the “Enroll” button will not be active until the learner has completed Part 1. The first sessions are being offered in February over Zoom.

Completion of the new CPE course is not required for those who have already completed Managing Employee Performance (SoNM-1082). The course need only be taken once, though those wishing to take the course as a refresher are welcome.

You can visit the State Personnel Office [Class Calendar](#) to view all available Part 2 (instructor-led) classes, or go directly to the [ELM system](#) to view and enroll in both Part 1 and Part 2 of the course. Please contact SPO Learning and Development at learning.development@spo.nm.gov with any questions you may have about this update.





SPO Learning and Development Bureau launches 100th eLearning Course

The State Personnel Office Learning and Development Bureau is proud to announce the achievement of launching its 100th eLearning course on the SHARE Enterprise Learning Management (ELM) system for all state employees.

This milestone was reached with the publication of an on-demand version of the very popular Ongoing Leadership Education (OLÉ) series. SPO Learning and Development started with just one eLearning course two years ago – the mandatory Civil Rights course – and has grown the catalog in that two-year span to best meet training needs for individual and organizational development state agency-wide.

Employees report that they appreciate the quality, relevance, and accessibility of the eLearning courses, which are available on-demand to fit into busy schedules. From entry-level courses on “career success foundations” all the way to the “advanced team leadership” program courses, SPO Learning and Development is helping to further employee learning goals across state government with the exceptional growth of its training catalog.

About Us

The SPO Learning & 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 [Class Calendar](#) on the SPO website to view and register for upcoming training events.



Contact us at learning.development@spo.nm.gov with any questions or concerns.



SPO Launches New “Advanced Team Leadership” Program

The State Personnel Office is pleased to announce a new leadership development program called Advanced Team Leadership (ATL). The ATL program, meant for those who seek to take their team leadership skills to the next level, is open to State of New Mexico employees who have at least one year of supervisory experience and who are currently supervising at least two employees. Prior completion of the Essentials of Supervision and Management (ESM) Program is recommended.

In the ATL Program, cohorts will first complete a series of 12 eLearning courses, and then design, implement, and report out on a Capstone Project in which they apply a strategy, tactic, or other idea from the learning to their own team leadership. Participants should be prepared to engage with questions such as: What areas of leadership are you most interested in developing in yourself? What question or issue in your team leadership do you want to address through your Capstone Project? How will you apply the learning to your identified question or issue? What are your goals for Capstone Project implementation? How will you assess project outcomes? To facilitate networking, support, and collaboration, cohorts will meet (virtually or in-person) to kick off their participation in the program, and then have additional meetings along the way for further discussion. A final meeting will provide the opportunity to share Capstone Projects with the cohort. Following completion, each participant will receive a certificate of completion of the Advanced Team Leadership Program. The first cohort will graduate in late March 2024. The next cohort will be enrolling soon.

The eLearning classes that form the basis of the ATL program are listed in the table, and they are available on the ELM system for all state employees, whether or not they are enrolled in the full ATL program. If you are a state employee who does not have ELM access, contact the Learning and Development Bureau for information on how to complete the classes through a web-based platform.

Advanced Team Leadership Program Course Listing			
Qualities of Great Leaders	SoNM-1874	Navigating Team Dynamics	SoNM-1880
Using Leadership Styles to Guide Your Team	SoNM-1875	Developing Your Employees	SoNM-1881
Leading with Emotional Intelligence	SoNM-1876	Understanding the Role of Team Culture	SoNM-1882
Demonstrating Ethical Leadership	SoNM-1877	Facilitating Team Problem-Solving	SoNM-1883
Cultivating Diversity, Inclusion, and Belonging at Work	SoNM-1878	Leading Through Change	SoNM-1884
Leading through the Four Stages of Team Development	SoNM-1879	Fostering Resilient Teams	SoNM-1885



ESM Program Graduates for the Second Quarter of FY24

The State Personnel Office Learning 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 2023 graduates are:

Adam Trujillo	Esbeidy (Yajaira) Moya	Nicole Hernandez
Albachir Dicko	Grace Garcia	Norma Nored
Aldo Jadrnicek	Ian Hewitt	Oluwatosin Ogunmayowa
Alecia Pulu	Isabel Benavidez	Rachel Steagall
Amanda Cole	Jeffrey Serna	Rebecca Hatch
Amanda Frazier	Jennifer Nutt	Robert Brower
Andrew Armendariz	Jennifer Romero	Robert Murphy
Art Kilette	Jessica Carmona	Roberto Cruz
Aspen Hamilton	Karen Emery	Ruth Medina
Bertha Alicia Torrez	Karen Rieth	Sarah Castro
Bill Carpenter	Katrina Martinez	Sean Anthony
Billy Barr	Kristen Takacs	Sean Daniel
Blas Villanueva	Kristopher Murrey	Stephen McConnell
Brenda Rygg	Kym Halliday Clear	Suzette Simonson
Candice Trujillo	La Risa Rodges	Tamela Knight
Carlyn Stewart	Leah Baldonado	Tami Spellbring
Charles Boudreaux, Jr.	Linda Coronado-Arviso	Theresa Salyards
Charles Butler	Lindsey Bargelt	Timothy Yeager
Charles Garcia	Lita Romero	Tina Montoya
Christina Gauthier	Logan Whitten	Tomas Stockton
Christina Lucero	Marcelina Shetima	Trixi Bubemyre
Christopher Taylor	Marcia Gonzales	Wendy Rehm
Cristina Rascon	Marie Ludi-Padilla	Yvette Carnero
Crystal Cantu	Mark Morlang	Zarina Martinez
Cynthia Holmes	Matthew Kump	
Daniel Barela	Melanie Buenviaje	
Danny Sandoval	Melissa Bates	
David Daniels	Melodie White	
Deanna DeHerrera	Merced Jasso	
Derek Wheeler	Micaela Apodaca	
Donovan Velasquez	Michelle Rascon	
Eric Kiltz	Natasha Gutierrez	