



SPO TRAINING & DEVELOPMENT BUREAU

Your Quarterly Training Resources Newsletter

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SPO Training Spotlight: New Essentials of Supervision and Management Program

The State Personnel Office Training and Development Bureau is pleased to announce that the Essentials of Supervision and Management (ESM) Program is now available for enrollment and completion on ELM.

The ESM series is a program of study consisting of nine eLearning modules and two instructor-led trainings. The series is intended for those new to supervision and management, those aspiring to supervision and management, and for supervisors and managers who wish to review foundational skills and enhance their professional growth and development.

Courses included in the series cover key supervisory/managerial topics such as transitioning from peer to manager, managing a team, delegating work, holding productive meetings, motivating employees, giving feedback, handling conflict, promoting diversity, and avoiding bias, and performance management.

The series will provide each learner with knowledge, skills, and opportunities to practice their application through scenarios and discussion. Following completion of the final course and assessment, each learner will receive a certificate of completion of the Essentials of Supervision and Management Program.

Excluding the final series-completion course, the courses do not have to be taken in order and may each be taken separately without completing the series.

View the class listings and register directly using the Enterprise Learning Management (ELM) system at elm.share.state.nm.us.

Learn more about training offered by the State Personnel Office on our [training website](#) or email us at personnel.training@state.nm.us.

DID YOU KNOW?

in FY22 Q3, approximately 2,000 state employees attended a training or completed eLearning facilitated by the State Personnel Office!



FY23 Civil Rights Course Now Available

It is the responsibility of every employee to uphold and respect workplace civil rights. These rights include protection from discrimination, harassment, and retaliation on the basis of statuses protected by equal employment opportunity laws.

The FY23 Civil Rights course is now available. Completion of this eLearning course is required annually.

To enroll and complete the class visit the [ELM eLearning platform](#).



76%

Number of employees who say that an employer would be more appealing if it offered skills training to staff.

89%

Number of employees who want training available anywhere and anytime they need to do their job.

30-50%

Retention rates for employers with strong learning cultures

Statistics from Lorman.com

Why Training Matters

Why should you prioritize training after you are already in your job?

Continued learning has many benefits, including:

- Improving your job performance and staying current with changes
- Making connections with others and building your professional network
- Preparing yourself for promotional or advancement opportunities
- Increasing your sense of satisfaction and engagement with your work

No Time to Train? Four Ways to Fit Learning into Your Work Schedule

Fitting time into your busy workweek for training can sometimes feel impossible. Here are some ways you can fit learning into your work schedule. (Always discuss with your supervisor to determine what is most appropriate for you):

- Choose self-paced learning and set a goal of 15-minute “chunks” of time to complete it.
- Schedule “appointments” with yourself to set time aside for training.
- Save recorded webinars or articles to view or read later when you have some available time.
- Plan ahead and commit to live classes offered over Zoom or Teams and mark yourself “busy” during that time to avoid interruptions.

SPO WANTS TO KNOW!

We value your input! What training would you like to see in our offerings?

Complete our [short survey here.](#)

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 live (currently offered remotely via Zoom), on-demand eLearning modules, and additional resources and support for our state employees' learning needs. Contact us at personnel.training@state.nm.us.

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