NEW YORK STATE
DEPARTMENT OF SOCIAL SERVICES
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MARY JO BANE
Commissioner

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LOCAL COMMISSIONERS MEMORANDUM

DSS-4037EL (Rev. 9/89)

Transmittal No: 92 LCM-142

Date: September 14, 1992

Division: Administration

TO: **Local District Commissioners**

SUBJECT: 1993-94 Needs Assessment Survey

ATTACHMENTS: Local District Report of Training Needs Survey (Not Available on Line)

Each year the Office of Human Resource Development conducts a statewide training needs assessment to determine the contract training needs of local district staff. The information obtained from the process is used to develop the Department's Training Request for Proposals to provide the training needed in the coming year. This year's Needs Assessment Survey is attached for your completion. It must be returned to Leonard Belanger, Office of Human Resource Development, by October 23, 1992. Training needs identified through this process will be addressed in the October 1, 1993 - September 30, 1994 contract year.

As in the past, the Office of Human Resource Development will conduct regional meetings with local staff developers to review regional issues and consolidate training needs through a process of exchange and discussion. This year, we are expanding these meetings to include appropriate OHRD and Department program staff to encourage an even greater depth to the discussion of the Department's contract training program. Your staff development coordinator may wish to include program staff from your agency as well. The meetings will be held in October. Your regional staff development coordinator will contact your local staff development coordinator to schedule the meeting.

If you have any questions about the documents, completion dates or regional meetings, please contact Leonard Belanger at 518-474-8564.

Nelson M. Weinstock
Deputy Commissioner for Administration

Attachment