LGBTQ: The Power of Inclusion
Target Audience: Staff at all levels.
This training will facilitate awareness of the emotional impact of being a member of the LGBTQ community and provide best practices and guidance for how to create/promote an open and inclusive environment for this community. Participants will also receive specific guidance as to the correct and inclusive terminology related to the transgender community, City agencies’ responsibilities under the Mayor’s Executive Order 16 (EO 16) regarding the legal right of transgender and gender non-conforming persons to freely access the single-sex facilities owned/operated by the City that most closely aligns with their gender expression or identity, as well as examples of behaviors that may violate EO 16.

Course Code: C7787
December 7, 2022 (9:00 AM-12:30 PM); January 11, 2023 (1:30 PM – 5:00 PM)

Building an Inclusive Culture: Understanding Unconscious Bias
Target Audience: Staff at all levels.
This training will examine the importance of understanding the unconscious or hidden biases that inform our behaviors and decisions at work. Participants will learn the difference between conscious (explicit) and unconscious/hidden (implicit) bias, understand the different levels of bias, and how we interpret and make decisions using our individual lenses, layers and legacies. The training will examine several types of bias, which influence workplace relationships and inadvertently privilege some and exclude others.

Course Code: C1078
January 24, 2023 (9:00 AM-12:30 PM) or ((1:30 PM – 5:00 PM)

Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations
Target Audience: Staff at all levels.
Currently, five generations are working side by side. This melding of generations in the workplace has brought both benefits and challenges. With each generation comes a distinct set of skills and different expectations that must be managed. Working remotely (during a pandemic) has also required us to become nimbler as an employer and to redefine ways to hold employees accountable.
This course will evaluate how our multi-generational workforce has reacted to the changed environment caused by the pandemic and how they can work together to leverage each other’s talents. In addition, it will guide leadership on how they can tap into this and still maximize productivity across the different generations they are managing.

Course Code: C8606
January 10, 2023 (1:30 PM – 5:00 PM)

Reasonable Accommodation Procedural Guidelines
Target Audience: Staff at all levels.
This training will review the City’s Reasonable Accommodation Procedural Guidelines (the “Guidelines”). Participants will become familiar with the reasonable accommodation review process under the City’s Guidelines and the roles and responsibilities of relevant parties in the review process, as well as develop competencies in applying the Guidelines.

Course Code: C7788
December 6, 2022 (9:00 AM – 12:30 PM) or (1:30 PM – 5:00 PM)

Structured Interviewing and Unconscious Bias
Target Audience: Staff at all levels.
This training will examine the impact of unconscious bias on the employee interview and selection process. Participants will learn how to identify unconscious biases, the impact of bias on decision making, tools for making fair employment decisions and best practice guidance in this area, including a review of the Uniform Guidelines on Employee Selection Procedures (UGESP).

Course Code: C7790
January 19, 2023 (9:00 AM – 12:30 PM) or (1:30 PM – 5:00 PM)

Structured Interviewing: Utilizing Follow-Up and Probing Questions
Target Audience: Staff at all levels.
Structured Interviewing is a best practice that ensures organizations can identify the most qualified candidates. However, it can be challenging to use structured interviewing to evaluate a candidate’s abilities. The purpose of this session is to help participants feel more comfortable with an interactive interview conversation. Participants will gain increased competency in conducting interviews according to structured interviewing protocols and will deepen their understanding of methods for asking probing follow-up questions, as well as engaging interviewees objectively to understand the range of skills they bring to the position. This half-day interactive session will include role plays and case scenarios to practice applicable skills.

Prerequisite: Structured Interviewing and Unconscious Bias

Course Code: C8047
January 31, 2023 (9:00 AM – 12:30 PM) or (1:30 PM – 5:00 PM)