

2024 Organizational Development Course Offerings Catalog

Individual course titles, facilitator names, the Upcoming Live Offerings Available heading, and On-Demand Recording Available heading are hyperlinked for your convenience. Utilize those links to navigate to more information about the course, facilitator, or to access recordings.



Mandatory Courses

Course Title – Select to view Course Page	Facilitator (Meet Your Instructors)	Sponsoring Department	Live Offerings Available	On- Demand Recording Available	Q+A / Coaching Sessions Available by Request	Team Trainings Available by Request?
Mandatory Reporter Training	Tracy Lomax/Ana Price	DCR	X			
Prohibited Harassment & Discrimination Policy	Tracy Lomax/Ana Price	DCR	X			

All Employees

Course Title – Select to view Course Page	Facilitator (Meet Your Instructors)	Sponsoring Department	Live Offerings Available	On- Demand Recording Available	Q+A / Coaching Sessions Available by Request	Team Trainings Available by Request?
Active Assailant & Stop the Bleed	Cindy Holmes, Josalyn Longley	HR	X			
Build Bridges, Not Barriers	Sharon Brokenbough	HR	X			
Conflict De-Escalation	Cindy Holmes, Josalyn Longley	Police	X	X		
Conflict Management	Arlyn Gonzalez, Tineisha Scott	EAP	X			
Developing a New Way of Working	Arlyn Gonzalez, EAP					X
Gender-Inclusive Language	AJ Hardie	HR	X			
Giving and Receiving Feedback, Part 1	Cyndi Wentland	HR	X	X		X – Limited Availability
Giving and Receiving Feedback, Part 2	Cyndi Wentland	HR	X	X		
Handling Confidential Information	Tory Larson, Patti Lauten	HR	X			
How to Run Effective Meetings	Sylvia Larrass	HR	X	X		
I Feel Safe - Psychological Safety in the Workplace (Three-Part Series)	Tim Mousseau	HR		X		
Individual Work Planning	Nina Ferraro, Mary Manthei	HR		X		
Involving People in Decisions that Impact Them	Jay Winston	HR	X			X
Language Access Using LanguageLine Solutions	Rebecca Hoyt, Kelly Mistry	DCR		X		
Language Interpretation in Zoom	Zach Commons, Tanya Anderson	IT	X			
LGBTQ+ Part 1 & 2 – Updated Description and Title Coming April 2024	Molly Herrmann	HR	X			

Meeting Schedule + Virtual Type 2 Meetings Training	City of Madison IT Department	IT	X			
Plain Language and Effective Communication	Rebecca Hoyt	DCR	X			
Plan for a Proactive Approach	Rebecca Hoyt	DCR				X
Public Records for Records Custodians	Adriana Peguero, Leslie Starczewski	Attorney & IT	X	X		
RESJI Foundations Part 1: Introduction to Racial Equity and Social Justice	Kristy Kumar, Tariq Saqqaf, Lara Mainella, Karen Kapusta-Pofahl	DCR	X			
Retirement Planning Nuts & Bolts	Denise Nettum	HR	X			
Setting Boundaries: How to Say No and Feel Confident In It	Tineisha Scott	EAP	X			
So You Need to Share Your Data: Graph Tips Everyone Can Use	Rebecca LeBeau	PHMDC	X			
Sparkling Growth	Tineisha Scott	EAP	X			
Suicide Prevention: Navigating these Conversations While Maintaining Healthy Boundaries	Arlyn Gonzalez, Tineisha Scott	EAP	X			
Trauma-Informed Living	Tineisha Scott	EAP	X			
Values-Based Leadership: Four Principles of Practice	Jay Winston	HR	X			X
Values-Based Leadership in Action	Jay Winston	HR	X			

Supervisors & Managers

<i>Course Title – Select to view Course Page</i>	<i>Facilitator (Meet Your Instructors)</i>	<i>Sponsoring Department</i>	<i>Live Offerings Available</i>	<i>On- Demand Recording Available</i>	<i>Q+A / Coaching Sessions Available by Request</i>	<i>Team Trainings Available by Request?</i>
A Leader's Role in an Alcohol and Drug-Free Workplace	Michael McCafferty	EAP, HR	X			
Creating Equitable Interviews	Bill Wick, Javian Dayne	HR	X	X		
Critical Incident Response for Managers	Arlyn Gonzalez, Tineisha Scott	EAP	X			
Family Medical Leave Act (FMLA) Training for Supervisors	Brittney Hayes	HR	X		X	
Hiring Foundations for Hiring Managers	Julie Trimbell, Otis Harris Jr.	HR	X	X		
How to Conduct an Employee Misconduct Investigation	Tameaka Bryant	HR	X			
Managing Employee Performance in a Trauma-Informed Way	Arlyn Gonzalez, Tameaka Bryant	EAP, HR	X			
Managing the Drug Testing Process	Brittney Hayes	HR	X		X	
Occupational Accommodations Training for Supervisors	Tory Larson	HR	X			
Supervisor Orientation	Jay Winston	HR	X			
Supervisors Building a Gender-Inclusive Workplace	Molly Herrmann	HR	X			
The Supervisory Collective (not a course)	Jay Winston	HR	X			
Understanding the Employee Check-In Process – Updated Description Coming April 2024	Tameaka Bryant	HR	X			
You've Been Promoted	Jay Winston	HR	X			