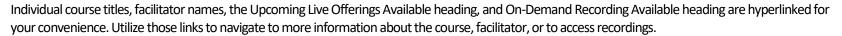
2024 Organizational Development Course Offerings Catalog





Mandatory Courses



Course Title — Select to view Course Page	Facilitator (<u>Meet Your Instructors</u>)	Sponsoring Department	<u>Live</u> <u>Offerings</u> <u>Available</u>	<u>On-</u> <u>Demand</u> <u>Recordina</u> <u>Available</u>	Q+A / Coaching Sessions Available by Request	<u>Team</u> <u>Trainings</u> <u>Available by</u> <u>Request?</u>
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 (<u>Meet Your Instructors</u>)	Sponsoring Department	<u>Live</u> <u>Offerings</u> <u>Available</u>	<u>On-</u> <u>Demand</u> <u>Recordina</u> <u>Available</u>	Q+A / Coaching Sessions Available by Request	<u>Team</u> <u>Trainings</u> <u>Available by</u> <u>Request?</u>
Active Assailant & Stop the Bleed	Cindy Holmes, Josalyn Longley	HR	Χ			
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					Χ
Gender-Inclusive Language	AJ Hardie	HR	X			
Giving and Receiving Feedback, Part 1	Cyndi Wentland	HR	X	X		X – Limited
Giving and Receiving Feedback, Part 2	Cyndi Wentland	HR	Х	X		Availability
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	Х			Χ
Language Access Using LanguageLine Solutions	Rebecca Hoyt, Kelly Mistry	DCR		Х		
Language Interpretation in Zoom	Zach Commons, Tanya Anderson	IT	Х		_	
LGBTQ+ Part 1 & 2 – Updated Description and Title Coming April 2024	Molly Herrmann	HR	Х			

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

Supervisors & Managers



Course Title – Select to view Course Page	Facilitator (<u>Meet Your Instructors</u>)	Sponsoring Department	<u>Live</u> <u>Offerinas</u> <u>Available</u>	<u>On-</u> <u>Demand</u> <u>Recordina</u> <u>Available</u>	Q+A / Coaching Sessions Available by Request	<u>Team</u> <u>Trainings</u> <u>Available by</u> <u>Request?</u>
A Leader's Role in an Alcohol and Drug-Free Workplace	Michael McCafferty	EAP, HR	X			
<u>Creating Equitable Interviews</u>	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		Χ	
Hiring Foundations for Hiring Managers	Julie Trimbell, Otis Harris Jr.	HR	Х	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	Χ			
Managing the Drug Testing Process	Brittney Hayes	HR	X		Χ	
Occupational Accommodations Training for Supervisors	Tory Larson	HR	X			
Supervisor Orientation	Jay Winston	HR	X			
Supervisors Building a Gender-Inclusive Workplace	Molly Herrmann	HR	Х			
The Supervisory Collective (not a course)	Jay Winston	HR	Х			
<u>Understanding the Employee Check-In Process</u> – <i>Updated Description Coming April 2024</i>	Tameaka Bryant	HR	Х			
You've Been Promoted	Jay Winston	HR	X			