



QUARTER 1

Organizational Development Course Calendar



Courses may be subject to change. For the latest updates on course offerings, scan the QR Code or visit www.cityofmadison.com/Courses



JANUARY 2024

KEY: ● All Employees ■ Supervisors & Managers ▲ Mandatory Courses

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 NEW YEAR'S DAY	2	3	4	5
8	9	10 1:00 - 3:00 pm Meeting Schedule + Virtual Type 2 Meetings (IT) ●	11 9:00 - 11:00 am Giving & Receiving Feedback, Part 1 (Wentland) ● 1:00 - 3:00 pm Prohibited Harassment & Discrimination Policy (DCR) ▲	12
15 MARTIN LUTHER KING JR. DAY	16	17	18	19
22	23 10:30 am - 12:00 pm Plain Language & Effective Communication (Hoyt) ●	24	25 9:00 - 11:00 am Giving & Receiving Feedback, Part 2 (Wentland) ● 1:00 - 3:00 pm Prohibited Harassment & Discrimination Policy (DCR) ▲	26
29	30	31		



FEBRUARY 2024

KEY: ● All Employees ■ Supervisors & Managers ▲ Mandatory Courses

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 9:00 - 11:00 am Build Bridges, not Barriers (Brokenbough) ●	2
5	6 9:00 - 10:30 am Public Records for Records Custodians (Starczewski, Peguero) ●	7 10:00 - 11:30 am Supervisor Orientation (Winston) ■	8 1:00 - 3:00 pm Prohibited Harassment & Discrimination Policy (DCR) ▲	9
12	13	14 1:00 - 3:00 pm Meeting Schedule + Virtual Type 2 Meetings (IT) ● 2:00 - 3:30 pm Values-Based Leadership: The 4 Principles of Practice (Winston) ●	15 1:00 - 3:00 pm Póliza de Discriminación y Acoso Prohibido (DCR) ▲	16
19	20	21 9:00 - 11:00 am Mandatory Reporter Training (DCR) ▲ 2:00 - 3:30 pm You've Been Promoted (Winston) ■	22 1:00 - 4:00 pm RESJI Foundations, Part 1: Introduction to Racial Equity and Social Justice (Kumar, Saqqaf, Mainella, Kapusta-Pofahl) ●	23
26	27 7:00 - 8:30 am LGBTQ+ Part 1: Creating Inclusive Spaces (Herrmann) ●	28 9:00 - 10:30 am Conflict Management (Eldridge, Gonzalez) ●	29 12:00 - 3:00 pm Active Assailant & Stop the Bleed (Holmes & Longley) ●	



MARCH 2024

KEY: ● All Employees ■ Supervisors & Managers ▲ Mandatory Courses

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5 7:00 - 8:30 am LGBTQ+ Part 2: Contributing to Systemic Change (Herrmann) ●	6	7 9:00 - 11:00 am Prohibited Harassment & Discrimination Policy (DCR) ▲	8
11	12 7:00 - 8:30 am Supervisors Building a Gender-Inclusive Workplace (Herrmann) ■	13 10:00 - 11:30 am Suicide Prevention: Navigating These Conversations While Maintaining Healthy Boundaries (Eldridge, Gonzalez) ● 1:00 - 3:00 pm Meeting Schedule + Virtual Type 2 Meetings (IT) ●	14 2:00 - 4:00 pm Involving People in Decisions that Impact Them (Winston) ●	15
18	19 8:00 - 9:30 am Managing the Drug Testing Process (Hayes) ■ 1:00 - 3:00 pm Conflict De-Escalation (Holmes & Longley) ●	20 9:00 - 11:00 am Gender-Inclusive Language (Hardie) ● 1:00 - 2:00 pm Language Interpretation in Zoom (Commons & Anderson) ●	21 9:30 - 10:30 am The Supervisory Collective (Winston) ■ 1:00 - 3:00 pm Prohibited Harassment & Discrimination Policy (DCR) ▲	22
25	26	27	28	29