



Happy New Year!

With the new year, we would like to highlight the power and influence that department partners have had in shaping DHR's learning and development services and talent acquisition efforts. This newsletter features some of the important recent collaborative efforts between DHR's Workforce Development Division and other City departments.

We are grateful to our partner departments for your continued enthusiasm for individual and organizational growth, and your commitment to important programs that help diversify the City's workforce. We welcome your feedback to help us shape our future programs and services, and we look forward to growing our partnership with you in the new year.

Looking forward to seeing you in a future training!

Julia F. Ma

DHR Workforce Development Director

Join- Learn about the many ways to "join" the City team.

Celebrating Disability Awareness Month

October was National Disability Awareness Month. The Access to City Employment (ACE) Program would like to thank and celebrate City departments supporting the program, including the following primary partners:

- Department of Public Health
- SFMTA
- Human Services Agency
- SF Airport

Over the past four years, department partners helped support a 143% increase in the number of people with disabilities appointed to City jobs. As more departments offer ACE placement opportunities, there has been an astounding 2000% increase in the number applicants for the ACE program.

We encourage more City departments to collaborate with the ACE program to ensure that our City workforce reflects the communities we serve.

[Click here](#) to learn more and partner with the ACE Program today.

Apprenticeship Awareness Month in November

In November, to celebrate National Apprenticeship Week, DHR partnered with several local unions and key department partners including the Recreation and Parks Department and the SFMTA to sponsor Open House events throughout the City. Showcasing ApprenticeshipSF programs and the talented apprentices in these programs, the Open House events gave participants the opportunity to visit apprenticeship on-site training locations and learn from applicants demonstrating their newly acquired skills.

ApprenticeshipSF programs pay participants as they learn a new career, and provide them with support services so they can successfully complete the program. Apprenticeships are an important strategy for succession planning in the City. ApprenticeshipSF recruits diverse individuals- including women- to fill jobs in the crafts and trades such as machinists, gardeners, plumbers, and stationary engineers. To learn more about the program and to get involved, please [click here](#).

DHR will be partnering with the Port of San Francisco and other City departments to hold a citywide Crafts and Trades Career Fair on February 13th at Pier 50. This will be a great opportunity to promote your upcoming job openings, apprenticeships, and summer internships. To register as a vendor, [click here](#).



Stay- Ensure an engaging work environment so all want to "stay."

NEW- Respect in the Workplace Training

At the beginning of the 2019 calendar year, DHR partnered with SFMTA to design and deliver a new Respect in the Workplace training. Designed to help the agency with organizational culture change and promote its core value of respect, DHR trainers delivered 18 sessions of this new training to over 500 SFMTA supervisors, managers and employees over the 2019 calendar year.

Rashid Herd, Learning and Organizational Development Manager at SFMTA commented, "This type of conversation and need is an important part of developing healthy work culture, honoring the humanity of all employees, and beginning an important dialog about bringing forth the importance of respect as a part of the conversation and movement related to Diversity and Inclusion."

DHR is excited to announce its plans to make the Respect in the Workplace training available to other City departments who similarly want to provide foundational training to employees on respect in the workplace. This training teaches employees at all levels that how we interact, listen, and learn to understand each other, are all necessary for a more inclusive workplace.

To schedule a departmental Respect in the Workplace training for your team, or to create a customized training that meets your organizational needs, email wd_dhr@sfgov.org.

REMINDER:

Online Training Requirements for All Supervisors and Managers

DHR's Instructional Design team had a busy second quarter as they completed and released several new online training courses in response to the Mayor's Executive Directive 18-02, Ensuring a Diverse, Fair, and Inclusive City Workplace. The Fairness in Hiring course is required for all individuals involved in interview panels and hiring decisions for any City position. The online Implicit Bias training is a different and complementary course that all supervisors and managers in the City were required to complete by December 31, 2019. To access both of these trainings, log into the [SF Employee Gateway](#) using your login credentials, click the "Work Links" tab, and click the SF Learning Portal.

In 2020, DHR will be releasing additional online courses to meet other City training requirements for supervisors and managers, including an updated Harassment Prevention course and a new Whistleblower Training for Supervisors (coming later this month).

For more information about citywide online training requirements, contact wd_dhr@sfgov.org.

Grow- Develop your skills and "grow" your career.



Emerging Leaders Program

DHR would like to congratulate 23 participants in the Fall 2019 Emerging City Leaders (ECL) cohort on their successful completion of this citywide leadership development program.

Over the two month training period, participants engaged in communication and coaching trainings, while also developing their own leadership style along the way.

Participating departments play a vital role in the success of this program. Their willingness to invest in the development of supervisors and other emerging leaders in their staff keeps this program going strong, and more importantly, provides tremendous value for both individual contributors and the organization as a whole. Luenna Kim, Director of Human Resources for the Human Services Agency writes, "This program is beyond necessary as we look to continually develop our department in line with the ever evolving communities that we serve."

Be on the lookout for our future ECL Programs in 2020 and for more information please [click here](#).

DHR is also currently accepting applications for our upcoming CCSF and MEA Leadership 2.0 program. This leadership development program for more seasoned managers begins in February 2020. For more information, [click here](#).

Upcoming Trainings

Register for one of our upcoming Quarter 3 Trainings

Managing Implicit Bias- [1/22](#), [2/19](#)

Practice Makes Perfect: Presentation Skills- [1/23+](#)

Mastering Emotional Intelligence- [2/13](#)

Project Management Essentials- [2/26](#)

Crucial Conversations- [2/27+](#)

Lead to Succeed- [3/3+](#)

Customer Focused Communication- [3/19](#)

Facilitation Skills- [3/25+](#)

External Learning & Development Opportunities

City College of San Francisco Working Adult Program

City College of San Francisco's Working Adult Program (WADP) is open to all, and specifically designed to make college easier to navigate and more manageable for students who are working full time and have family commitments. WADP provides students with a clear roadmap to earn Associate Degrees in Social Behavioral Sciences, Arts & Humanities, or Social Justice.

For more information and to enroll in classes today [click here](#).

Institute for Management Studies (IMS)

As a member of IMS, the City and County of San Francisco offers employees access to additional training opportunities facilitated by guest speakers who are industry experts from around the country. Upcoming IMS workshops include: The Power of Presence for Women Who Lead, scheduled for January 29th, and How to Stay in Difficult, High-Stakes, and Consequential Conversations, scheduled for February 25th. To learn more, [click here](#).

Please forward this newsletter and share these training opportunities with your coworkers and staff.

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