



December 2021

Hello,

As 2021 comes to an end, DHR's Workforce Development (WD) team would like to thank City departments for entrusting us with the responsibility of supporting diverse, talented individuals to join, stay, and grow in the City workforce. Despite the challenges posed by the pandemic, we reflect on a year in which our WD team was able to facilitate robust training workshops in all-virtual format; create new courses to deepen learning on diversity, equity, and inclusion; launch new SF Learning courses to keep 35,000 City employees current on important policies and safety protocols; and continue to implement innovative community outreach strategies to recruit diverse talent into City jobs and career pathway programs.

As we look ahead to 2022, we will continue to evolve our services to meet the changing needs of the City and its workforce. We look forward to opening up some in-person workshops again- with COVID health & safety measures in place- while also continuing to provide virtual trainings and free webinars. Our team is excited to support departments with team building, organizational development workshops, and conflict mediation services that promote a positive workplace culture and help employees re-establish productive relationships with colleagues. We are developing plans to strengthen our career development resources so employees who want to progress in their career journey in the City can receive the guidance they need. Finally, we look forward to collaborating closely with department partners as we continue to show up in the community to promote City job opportunities, and represent the meaningful public service work happening across our City departments.

We wish you all a happy holiday season, and look forward to seeing you in our virtual or in-person training classes in the new year!

Julia Fong Ma

DHR Workforce Development Director

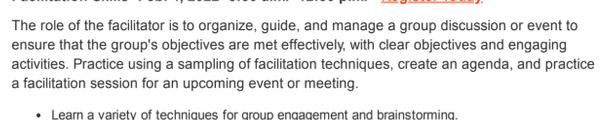
Important Links

- [Access to City Employment Program \(ACE\)](#)
- [Job Announcements](#)
- [Classes & Training](#)
- [City University](#)
- [Diversity, Equity & Inclusion Program](#)
- [Diversity Recruitment](#)
- [Workforce Development Page](#)
- [Workplace Online Trainings](#)

Did you know...

You may be eligible to get your training registration reimbursed. [More Information](#)

Updates



NEW Trainings in Quarter 3- Sign up Today!

As you venture into the third quarter of FY21-22, brush up your presentation and facilitation skills in one of our upcoming trainings.

Facilitation Skills- Feb. 4, 2022- 8:30 a.m.- 12:30 p.m. - [Register Today](#)

The role of the facilitator is to organize, guide, and manage a group discussion or event to ensure that the group's objectives are met effectively, with clear objectives and engaging activities. Practice using a sampling of facilitation techniques, create an agenda, and practice a facilitation session for an upcoming event or meeting.

- Learn a variety of techniques for group engagement and brainstorming.
- Investigate different methods for narrowing down options and making final decisions.
- Develop strategies for reducing resistance and encouraging participation.
- Gain a clearer understanding of group dynamics and motivators.

Project Management Essentials- Feb. 23-24, 2022- 8:30 a.m.- 12:30 p.m. - [Register Today](#)

Learn how to initiate, plan, execute, monitor, and complete a project successfully. This one day workshop session will teach you to implement a disciplined process to execute projects and to master informal authority. Attendees are encouraged to focus on their own current projects for a hands-on experience. This training may be used to satisfy Professional Development Units (PDU's) needed by PMI credential holders.

- Learn to identify stakeholders, establish outcomes and create a well-defined project scope.
- Identify, assess and manage project risks.
- Hold team members accountable by conducting consistent team accountability sessions.
- Create a clear communication plan.
- Formally close out projects by recognizing the contributions of team members and documenting lessons learned.



Team Building Trainings for your Hybrid Teams

As more City Employees have made their way back to the office and we all adjust to a "new normal," now is a great time to regroup and further strengthen your hybrid teams in one of DHR's Team Building workshops. Please note that workshops can be facilitated either online or in-person.

Training for On-site or Virtual Teams

- **Building Better Teams with DISC:** Learn about team members' different behavioral styles and learn to flex your own style to work better with others. This fun and useful workshop is great for groups and newly formed teams.
- **The 5 Behaviors of a Cohesive Team:** Work more effectively together by exploring trust, conflict, commitment, accountability and results within your team. This workshop is for teams ready for a deeper level of exploration to improve their teamwork.
- **Respond in the Workplace:** Learn tools to positively interact with co-workers in the workplace to create an environment of trust and respect. Discuss team expectations and behaviors with your team members to help create a respectful workplace.

Please reach out to Ishani.baruah@sfgov.org to learn about how we can customize a workshop for your needs.

Complete your 2021 Online Training Requirements in SF Learning

Review the latest City policies, procedures, expectations and priorities in the required online trainings listed below. All employees should complete these trainings by December 31, 2021.

For All Employees

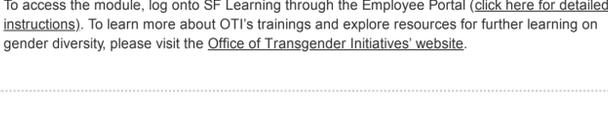
- **Fall 2021 Update: COVID-19 Basic Health and Safety Training:** Review this training to learn about updated workplace safety guidelines.
- **Harassment Prevention Training for Employees:** This 1-hour course is required for all employees in non-supervisory classifications. After you complete this training, submit your certificate of completion to your departmental personnel officer.
- **Cybersecurity Training:** Cyber threats are changing rapidly, and this year's course will cover fresh information about staying safe at home and work.

For Supervisors, Managers, and Leads:

The following courses are required for all classifications with supervisory responsibilities, regardless of whether you currently have a direct report or not.

- **Introduction to Implicit Bias training:** Review important concepts about implicit bias. This training is required every other year.
- **Bystander Training:** This training will provide you with simple strategies on how you can safely intervene when you see harassment occurring in the workplace.

To access these trainings, log into your SF Employee Portal account and scroll through your assigned courses under your "My Learning" list. Visit <https://sfdhr.org/workplace-online-training> for more information on the City's online training requirements for employees.



Transgender 101 Training Launched!

In recognition of November's Transgender Awareness Month and the Trans Day of Remembrance (November 20th), the Office of Transgender Initiatives (OTI) and the Department of Human Resources launched a new online learning module to help all City employees better serve trans residents and employees.

Titled "Transgender 101: Strengthen Your Commitment to Inclusion," this module offers an introduction to transgender and non-binary identities, a critical analysis of the gender binary, best practices around gender pronouns, and an overview of the DHR Gender Inclusion Policy. Alongside the module, OTI also launched a [new training website](#), which includes information on live online trainings for City and County employees, as well as [resources for further learning](#) about trans and non-binary people and issues.

To access the module, log onto SF Learning through the Employee Portal ([click here for detailed instructions](#)). To learn more about OTI's trainings and explore resources for further learning on gender diversity, please visit the [Office of Transgender Initiatives' website](#).

DHR's 21 Day Racial Equity Challenge for your Department

"Being able to talk and learn with my coworkers makes me feel like bringing up what's not working will be easier and I feel like a better workplace is actually possible." - 21 Day Challenge Participant

In an effort to support various City Departmental Racial Equity Action Plans, DHR has been working with departments to support their own internal growth through a customized 21-day Racial Equity Learning and Reflection Challenge. DHR piloted the 21-day challenge program within our own department and were able to:

- Build comfort in talking about racial equity
- Develop common language and understanding of key racial equity terms
- Build leadership and ownership around racial equity work
- Strengthen relationships within the department which will facilitate racial equity work
- Increase interest in racial equity work

Please contact Ishani.baruah@sfgov.org, to discuss racial equity training for your department.

Your Learning and Development Needs Summarized

Thank you for sharing your thoughts in the latest Learning and Development Survey. Click on the image to the right for a brief summary of key findings.

Overall-

- Webinars seem to be a fan favorite!
- Communication and Relationship Skill Building classes seem to be a high priority.
- Financial Barriers and time are the most challenging hurdles to participating in trainings.



Moving forward, we will take your feedback into consideration as we plan the future of learning and development for the City and County of San Francisco.

Upcoming Trainings

Customer Focused Communication
1/27/22 - 8:30 a.m. - 12:30 p.m. - [Register](#)

Facilitation Skills
2/4/22 - 8:30 a.m. - 12:30 p.m. - [Register](#)

Lead to Succeed
3/4/22+ - 8:30 a.m. - 12:30 p.m. - [Register](#)

Managing Implicit Bias
1/13/22 - 8 a.m. - 12:30 p.m. - [Register](#)

Presenting to Boards and Commissioners
1/11/22 - 8:30 a.m. - 12:30 p.m. - [Register](#)

Project Management
2/23/22+ - 8:30 a.m. - 12:30 p.m. - [Register](#)

24 PLUS for Supervisors & Managers
[See Schedule](#)

Program Spotlight



The San Francisco Fellows' Journey so far...

DHR was honored to select 21 bright, passionate, talented, and diverse individuals for our 2021-22 San Francisco Fellows cohort. These recent college graduates are placed at nine different City departments and are approaching the halfway point of their fellowship year. In addition to working on data analysis projects for their assigned departments, the Fellows participate in Fellowship Learning Days every Wednesday. The 21 Fellows come together to learn more about City government. In November, the Fellows had the privilege of meeting with SF Mayor London Breed.

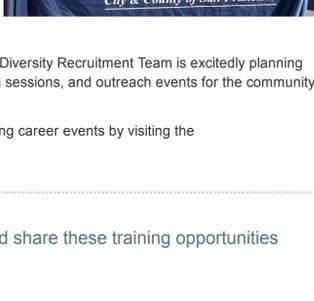
Edward Lampkin, a fellow at SF MTA shared their thoughts.

"Meeting the Mayor and elected officials was a wonderful experience for myself and the other fellows. Seeing firsthand how much they care about the city and their communities was truly inspirational. In my first 6 months with social media and scandals, the public's opinion of politics can be messy and misguided, but it was very refreshing to see that good people still exist in local government and want to do right by the populace."

To learn more about the SF Fellowship, please visit the [SF Fellows Webpage](#).

Diversity Recruitment Team Making an Impact at the SF Career Fair

On November 3rd, The City and County of San Francisco's Office of Economic and Workforce Development partnered with the Department of Human Resources to put on one of the largest in-person career fairs organized since the start of the Pandemic. Over 40 employers came together at the Ferry Building to meet and greet with over 1,500+ job seekers. Some employers including non-profit partners were hiring talent on the spot.



The massive turnout was a great start. DHR's Diversity Recruitment Team is excitedly planning several other career resource fairs, information sessions, and outreach events for the community in the upcoming year.

Sign up and stay informed about these upcoming career events by visiting the webpage <https://sfdhr.org/career-events>

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

wd_dhr@sfgov.org

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