



- January 2021 -

Happy New Year ☺

We hope you found some time to reflect on the past year and recognize your overall resilience in making it through the numerous challenges of 2020. We continue to feel so grateful to our entire City workforce for their ongoing commitment to serving the people of San Francisco during such difficult times.

The new year brings new beginnings, hope and opportunities for continued growth and professional development. The DHR Workforce Development team is committed to providing high quality trainings, webinars, and e-learning modules to support your ongoing learning in this new year. We will also continue to play an important leadership role in coordinating Diversity Recruitment efforts across all City departments; running important career pathway programs to bring diverse new talent into the City; and increasing foundational learning about Diversity, Equity, and Inclusion concepts for all City employees to support departments' Racial Equity Action Plans.

We are excited to share that we are developing a new Racial Equity Foundational Knowledge learning program that will help employees understand key terms and concepts in the City's Racial Equity Framework. To help us develop a learning program that will meet your needs, please take a few minutes to fill out this short [Racial Equity Foundational Knowledge Survey](#).

There is much to be done in 2021, and we look forward to continuing to work with you and your teams on these important Workforce Development endeavors.

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](#)

Did you know...

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

Updates



Connect and Recalibrate your Skills in our Free Webinars

Want to continue refining your skills and tools as a manager or supervisor?

Want to connect with other City Employees and share current challenges and solutions?

As we begin the new year, take this opportunity to reconnect and recalibrate your skills as a manager or supervisor in one of our upcoming free webinar sessions in our Managing Remote Teams Series:

- "Maintaining Communication" - 1/8 or 2/5
- "Facilitating Virtual Meetings"- 1/15 or 2/12
- "Managing with an Equity Mindset"- 1/22 or 2/19

Have an idea for a webinar topic that you would like DHR to offer? Email your ideas to wd_dhr@sfgov.org



Supporting your Team's Racial Equity Work: Resources & Survey

As departments prepare to implement Racial Equity Action Plans, DHR offers workshops that promote relationship-building and encourage teams to have meaningful conversations around race and equity.

Engage and energize your team around concepts that support key racial equity concepts by scheduling one of the following programs:

- **Respect in the Workplace**- Create a set of expectations to help build a positive team environment.
- **Communicating Across Cultures**- Understand subtle differences in communication styles across cultures or the role culture plays in informing superior/subordinate relationships, conflict styles etc.
- **Managing Implicit Bias**- Learn tools and strategies to address bias and create equity and inclusion in this highly interactive workshop that builds upon the online Introduction to Implicit Bias course.
- **Racial Equity Foundational Knowledge Program (coming soon)**- This training program will create foundational understanding of terms and concepts in the City's Racial Equity Framework. As we create this new program, please tell us how we can best support your needs by filling out our [Racial Equity Foundational Knowledge Survey](#).

DHR can also customize workshops to support your department's racial equity work. Email wd_dhr@sfgov.org to discuss options and schedule a workshop.



Refine Public Speaking Skills with Toastmasters

Are you interested in becoming a more effective Communicator? Presenter? Public Speaker?

If so, check out our City Toastmaster's Club! Toastmasters is an international club dedicated to public speaking and leadership development. At each meeting, club members practice giving speeches, presentations, improvisations, and evaluations while in good company and in a positive learning environment.

Our City chapter meets virtually every 1st and 3rd Thursday of the month. Learn to inspire, entertain, and inform while joining a fun community and expanding your City network! Come check out an upcoming session to learn more. For questions or inquiries regarding Toastmasters, contact joyce.ganthavorn@sfgov.org.

Reminder: Online Training

Requirements

City employees should plan to complete the following online training requirements in the 2021 calendar year:

- Introduction to Online Implicit Bias online Training- mandatory every other year for all supervisors and managers
- Fairness in Hiring- mandatory every year for all hiring personnel and interview panelists
- Whistleblower Protections- Supervisor Duties Training- required for all supervisors and managers
- COVID-19 Basic Health and Safety Training- required for all employees to meet Cal-OSHA requirements; available in mid-January
- Harassment Prevention Training and Bystander Training- coming in Quarter 3 required for all City employees
- HR Essentials- highly recommended for all HR professionals



These trainings and several other e-Learning modules developed by DHR's Instructional Design team are free and available in SF Learning for all City employees. You can find a comprehensive list of trainings at <https://sfdhr.org/workplace-online-training>. Access any of these trainings by logging into your Employee Gateway account and opening SF Learning under the "Work Links" tab. Click the magnifying glass icon at the top right corner of the SF Learning webpage to search for courses. Contact wd_dhr@sfgov.org if you have questions about online training requirements.

Upcoming Trainings

Customer Focused Communication

1/12- 8:30 a.m.- 12:30 p.m.- [Register](#)

5/7- 8:30 a.m.- 12:30 p.m.- [Register](#)

Emotional Intelligence

4/13+ - 8:30 a.m. - 12:30 p.m.- [Register](#)

Lead to Succeed

1/26- 8:30 a.m.- 12:30 p.m.- [Register](#)

3/23- 8:30 a.m.- 12:30 p.m.- [Register](#)

Managing Implicit Bias

1/14- 8 a.m.- 12:30 p.m.- [Register](#)

2/10- 8 a.m.- 12:30 p.m.- [Register](#)

Managing Remote Teams

1/8- 9 a.m.- 10 a.m.- "Maintaining Team Communication"- [Register](#)

1/15- 9 a.m.- 10 a.m.- "Facilitating Virtual Meetings"- [Register](#)

1/22- 9 a.m.- 10 a.m.- "Managing with an Equity Mindset"- [Register](#)

2/5- 10 a.m.- 11 a.m.- "Maintaining Team Communication"- [Register](#)

2/12- 10 a.m.- 11 a.m.- "Facilitating Virtual Meetings"- [Register](#)

2/19- 10 a.m.- 11 a.m.- "Managing with an Equity Mindset"- [Register](#)

Working from Home: Strategies to Navigate Uncertainty

1/11- 10 a.m.- 11 a.m.- [Register](#)

2/16- 10 a.m.- 11 a.m.- [Register](#)

24 PLUS for Supervisors & Managers

[See Schedule](#)

Program Spotlight



Resources to Support Diversity Recruitment

One key element to the Racial Equity Framework is ensuring there is greater diversity in the City's recruitment efforts. DHR's Diversity Recruitment Team (DRT) is creating resources and tools to help support diversity recruitment goals in your departments' Racial Equity Action Plans.

The DRT is excited to announce the launch of the following resources:

- [Diversity Recruitment Webpage](#) where you can find all the latest updates and tools.
- [Career Events Webpage](#) to provide a comprehensive overview of all upcoming recruitment events and workshops that support job seekers in applying for City jobs and career pathway programs.
- [Social Media Request Form](#) to help your department promote and market your job opportunities.
- **COMING SOON- Diversity Recruitment Toolkit** is a working document that compiles various strategies, best practices, and helpful resources to support the City's HR professionals and hiring managers in developing thoughtful outreach and recruitment plans to reach more diverse, qualified candidates for open City positions. The toolkit will be available in the HR eLibrary.

Contact porsche.bunton@sfgov.org for more information about these resources, or to get involved in our Citywide Diversity Recruitment Workgroup.

Job Announcement

The Diversity Recruitment Team is hiring for a 1250 Recruiter to support our ongoing citywide diversity recruitment efforts and the Access to City Employment (ACE) program. Please review the following link to the job announcement and share with your networks: <https://www.jobapscloud.com/SF/sup/bulpreview.asp?R1=PBT&R2=1250&R3=106685>

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

wd_dhr@sfgov.org

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