



NEWS TO KNOW & GROW

Learning & Development Bimonthly Newsletter

August 2022

Hello,

DHR's Workforce Development Division is excited to continue offering training workshops to support the professional development of your employees in this new fiscal year. Please see our many upcoming training offerings highlighted in this newsletter and on our [webpage](#). As your department deepens its equity efforts, we encourage you to think about providing training opportunities to employees who have had less opportunities to learn and grow, and prioritize their professional development this year. Please reach out to our Workforce Development team for ideas on how we can partner with your department this year to support your equity goals around employee development and career advancement. See you and your team members in our upcoming classes!

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](#)

[Peer Mediation Program](#)

[Workforce Development Page](#)

[Workplace Online Trainings](#)

Did you know...

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

Updates



Focus on Your Professional Development

With the start of the new fiscal year, don't forget to focus on further building your skills with DHR, and check out the upcoming FY22-23 training dates to get your year started off right.

Lead to Succeed Workshop: Do you want to manage and support teams as you grow your career in the City? Learn the basics around successful communication and coaching to be more effective in your lead role as you guide and mentor peers.- [Register Today](#).

24 Plus Refresher Workshop: Want to freshen up on your 24 Plus skills as you move into the next fiscal year? The 24 Plus Refresher workshop is designed for Supervisors and Managers who have completed the 24 Plus program over 3 years ago and would like to revisit the tools and concepts shared during the initial workshop. This course will offer a space to share ideas, explore challenges and receive feedback from peers in the city. Participants will focus on self-management tools and revisit basic models of supervision. [Join Waitlist Today](#).

Performance Planning and Appraisals Review Webinar: August 12- 9 a.m.- 10:15 a.m. - [Register Today](#)

It's Performance Planning and Appraisal Season! Understand the City's performance planning process and expectations for PPARs - This webinar will review the structure and tools to provide effective performance plans and appraisals.

Emotional Intelligence- September 13-14 - 8:30 a.m.- 12:30 p.m. - [Register Today](#)

Now, more than ever, we need to make an effort to understand and support each other. People who develop their emotional awareness skills can more effectively communicate, handle stress, make good decisions, handle conflict productively, work in teams, and adapt well to change. In this training you will:

- Understand your reactions and broaden your awareness of the role of emotions.
- Handle stress sooner and better.
- Make better choices through real world effective EQ skills: what works, what does not work, and what to do next time.

Upcoming Trainings

Managing Implicit Bias

8/9/22- 8 a.m.- 12:30 p.m.- [Register](#)

Performance Planning and Appraisal Review Webinar

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

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

Project Management Essentials for the Unofficial Project Manager

8/17/22+ - 8:30 a.m.- 12:30 p.m.- [Register](#)

Customer Focused Communication

8/10/22 - 8:30 a.m. - 12:30 p.m.- [Register](#)

Facilitation Skills- A Leader's Tool Kit

9/2/22+- 8:30 a.m. - 12:30 p.m. - [Register](#)

Emotional Intelligence

9/13/22+- 8:30 a.m. - 12:30 p.m. - [Register](#)

Lead to Succeed

10/13/22+- 8:30 a.m. - 12:30 p.m. - [Register](#)

24 PLUS for Supervisors & Managers

[See Schedule](#)

Program Spotlight

11th Cohort of the CCSF & MEA Leadership Program!

28 City Managers, nominated by their departments, representing over 15 City Departments participated in the CCSF & MEA Leadership Program for the Spring Season. Participants developed their leadership skills by meeting for 10 sessions over the course of 11 weeks, where they learned from past and present City Leaders.

In the inaugural workshop, this year's cohort had the privilege to hear and learn from Linda Yeung, who served as the Logistics Chief and then the Unified Commander of the City's COVID Command Center, overseeing the efforts of hundreds of City employees supporting the COVID emergency response as disaster service workers. Prior to the pandemic Linda Yeung was the Director for People, Performance and Development at SFO, serving on senior staff of a \$1.3 Billion enterprise.

The cohort also attended a Forum event where they got to hear from City Leaders about their career journeys and tips on effective communication strategies. Panelists for the Forum were City Administrator Carmen Chu, Assessor Joaquin Torres and Director of the Arts Commission Ralph Remington.

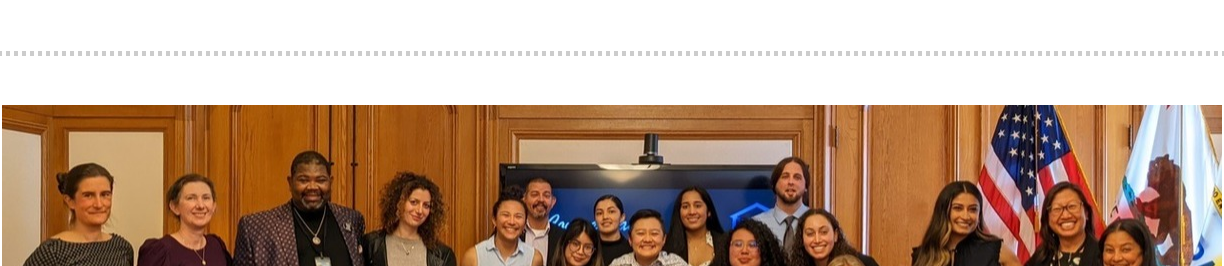
To learn more about the program, please go to the [CCSF & MEA Leadership Development Program webpage](#).

5th Annual Emerging City Leaders Program – Applications Open

DHR is excited to announce the 5th annual Emerging City Leaders Program this Fall. The program welcomes nominations from all City departments for managers representing a diversity of experiences and backgrounds. Intended for non-MEA managers, this citywide program provides leadership development for managers represented by Local 21 or other organizations. The content and learning experience is similar to the highly successful CCSF and MEA Leadership Development Program. Department Heads may nominate individuals for the program, or your department may allow managers to self-nominate. A nomination form is attached. Completed nomination forms will be accepted through August 4th and will be reviewed in the order received. The program will run from mid-August through mid-October and will consist of 9 half-day virtual sessions on the Zoom platform. The attached brochure outlines the program components, schedule, prerequisites, and participant fee.

Please refer to the website for detailed information regarding the prerequisites of this program.

To learn more about the program, please go to <https://sfdhr.org/ccsf-and-mea-leadership-development-program>



SF Fellows Program

The mission of the San Francisco Fellows program is to foster community stewardship by preparing recent college graduates and young professionals for roles in public service and administration. The program is a unique opportunity to learn about public administration in local government and will be honored at City Hall on July 29th, 2022. Fellows were placed across 7 departments and worked on varied projects related to finance, budget analysis, Covid operations, equity initiatives, community engagement and much more. Fellows also met regularly for learning and development sessions at DHR and toured City facilities to understand the work of various City departments.

DHR is excited to announce that 26 new Fellows, our largest cohort so far, will join the program on August 15th for FY 22-23!

To learn more about the program, please go to <https://sfdhr.org/sffellows>

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

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