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Sent: Tuesday, March 7, 2023 4:33 PM

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Cc: Merrill Verma, Kara <kqm8@westchestergov.com>

Subject: Announcing HR Supervisory Training for Spring 2023

The Human Resources Department is pleased to announce we are again offering our successful series of **Supervisory Training!** We are offering some exciting new topics based on your feedback from prior sessions.

- **Intro to the Westchester County EAP** [Community Mental Health/EAP]: Learn about the resources that the Employee Assistance Program offers to all County employees

and their immediate family members. There will be emphasis on recognizing when and how you can make a Supervisory Referral and how EAP can be a valuable partner to guide you with addressing employee performance and personal issues.

- **How to Have Difficult Conversations** [HR]: We will role play real-world scenarios and provide you with the tools to prepare for, and conduct, meetings with your employees in order to share feedback with them.
- **Update to NYS Lactation Accommodations** (Health): Learn about recent amendments to the Nursing Mothers in the Workplace Act that impact employers' accommodation requirements effective June 7, 2023.
- **Managing Remote Workers** [HR]: Helpful tips to manage Work-From-Home employees in order to ensure they meet performance expectations.

All sessions will be held in-person at the Westchester County Center from 10:00am – 1:00pm on the following dates:

Tuesday March 28

Wednesday April 19

Thursday April 20

Registration is now open. As in the past, supervisors need only be scheduled for ONE of the dates since the same topics will be offered each day. And if they cannot attend any of these dates, rest assured we will offer additional sessions in the Fall.

To register supervisors from your department you will need to enter their information into the shared spreadsheet that has been created by Human Resources. ***Please ensure you enter the names in the appropriate date tab.***

NOTE: If you are receiving this email then you should already have access to the shared spreadsheet; however it's likely you may need to map the drive; therefore we ask that you refer to the attached MS Word document and follow the instructions we have included. Others not on this distribution list will not be able to access it as we are asking that a department's scheduling be coordinated through the contacts on this email.

As the dates draw closer, I will send Outlook invitations to confirm registration and attendance.

We look forward to your department's participation and believe supervisors will find the information beneficial. If you have any questions, please do not hesitate to contact me via email or at (914) 995-3306, or Kara Merrill at (914) 995-2109 or kqm8.

Thank you,
Connie

Connie Giamei

Director of Program Development I (HR Administration)

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