

## Albert-McLaughlin, Kim

---

**From:** Giamei, Connie  
**Sent:** Tuesday, March 7, 2023 4:33 PM  
**To:** Abbasi, Fadiya; Abril, Claudia (Health); Albert-McLaughlin, Kim; Anton-Bockino, Diane; Breedy, Rosalind; Brown, Sandra; Buckley, Stephanie; Burke, Lisa; Cabaleiro, Mary Kate; Cancel, Steven (Health); Castiglione, Mary; Chasan, Rosellen; Coker-Wiggins, Jennifer; Conway, Rosemarie; Cuomo, Christopher; Duval, Victoria; Dziadzio, Irene; El Kharroubi, Bouchta; Fallon, William; Felder, Whitney; Filder, Nicole; Ford, Nardara; Forzano, Charles; Ganesh, Sarita; Gopalkrishna, Siva; Jackson, Daniella; Johnson, Karlene; Jones, Shanta; Joseph, Sheeja; Kachappilly, Joemon; Kadanoff, Peri; Kiernan, Susan; Lacarbonara, Lisa; Mallison, Victor (TAX); Mastrogiamomo, Luciana (Lucy); McDowell, Dionne; Medwid, Mark; Montera, Donna; Nelson, Tajian; Notargiacomo, Robert; Prakash, Leelama; Reiners, Heather; Robertson, Larena; Rodrigo, Chithra; Roye, Vedette; Russell, Trudi; Sanchala, Tejash; Unnithan, Sreekumarbabu; Vanderberg, Sunday; Varghese, Susan; Vela, Erion; Verghese, Abraham; Woods, Demetrius  
**Cc:** Merrill Verma, Kara  
**Subject:** Announcing HR Supervisory Training for Spring 2023  
**Attachments:** How-to Map Drive\_updated.2023.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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: