

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); Mastrogiamaco, 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:

SUPERVISORY TRAINING SPRING 2023
EAP/Having Difficult Conversations/Remote Workers

ALCANTARA	ROBERTO	rx2@westchestergov.com	4/19
ARGILA	RUSSELL	rza2@westchestergov.com	4/19
CIATTO	DANNIELA	dac4@westchestergov.com	4/19
CROCKETT	DAVID	dsc1@westchestergov.com	4/19
DIAZ	JOAQUIN	jgdk@westchestergov.com	4/19
DONAHOE	DEBORAH	dqd3@westchestergov.com	4/19
DRAGONETTI	ANGELA	axd5@westchestergov.com	4/19
FALCONE	DOUGLAS	dqf5@westchestergov.com	4/19
LEMAK	FRANK	fml9@westchestergov.com	4/19
LOPEZ	EVELIO	eal6@westchestergov.com	4/19
LOVALLO	LINDA	lvl2@westchestergov.com	4/19
MAGLIONE	DOMENICK	dqm4@westchestergov.com	4/19
MATHEWS	RYAN	rma@westchestergov.com	4/19
MAZZELLA	LUIGI	lmz1@westchestergov.com	4/19
OATES	STONIE	seo2@westchestergov.com	4/19
PALLADINO	ANGELO	aap4@westchestergov.com	4/19
PETERSON	KYLE	kdpe@westchestergov.com	4/19
PISANO	RUSSELL	rap8@westchestergov.com	4/19
RAFFERTY	JOSEPH	jxc7@westchestergov.com	4/19
REYES	ANGEL	agr2@westchestergov.com	4/19
SIMONCINI	CHRISTINE	ccs3@westchestergov.com	4/19
SIMONCINI	JOSEPH	jss8@westchestergov.com	4/19
SMITH	DARRYL	dcs3@westchestergov.com	4/19
SPANO	ANTHONY	azs1@westchestergov.com	4/19
THOMAS	WILSON	tw1@westchestergov.com	4/19
VALCOURT	VLADIMIR	vav2@westchestergov.com	4/19
ALBERT-MCLAUGHLIN	KIM	kamv@westchestergov.com	4/20
ANDERSON	RONALD	rza3@westchestergov.com	4/20
ANTALOSKY	GEORGE R.	gra1@westchestergov.com	4/20
BELIZZE	RICHARD	rlb5@westchestergov.com	4/20
BENJAMIN	JONATHON	jlb7@westchestergov.com	4/20
BROWN	DANIEL	dabb@westchestergov.com	4/20
CAVANAUGH	SARA	sacf@westchestergov.com	4/20
CHOPER	ADAM	ancp@westchestergov.com	4/20
CROCKETT	CHASE	cdca@westchestergov.com	4/20
DAVIS	JENE	jxdp@westchestergov.com	4/20
GANGEMI	DOMENIC	dxq3@westchestergov.com	4/20
HAYEK	KRISTINA	kmhk@westchestergov.com	4/20
IETAKA	TARO	tqia@westchestergov.com	4/20
KEMLAGE	RICHARD	rfl1@westchestergov.com	4/20

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EAP/Having Difficult Conversations/Remote Workers

KLEIN	STEPHEN	sak6@westchestergov.com	4/20
LANNI	MICHAEL	mxl4@westchestergov.com	4/20
LANZA	CHARLES	crl1@westchestergov.com	4/20
LINDSAY	SHELDON	salb@westchestergov.com	4/20
MAIN	JEFFREY	jmm0@westchestergov.com	4/20
MARSHALL	CALYCA	cqmf@westchestergov.com	4/20
MASSIMI	ALEX	afm2@westchestergov.com	4/20
MOTTA	KEVIN	kxm3@westchestergov.com	4/20
PORTER	MARK	mppa@westchestergov.com	4/20
QUINTERO	MELINDA	mqs4@westchestergov.com	4/20
REIS	CHRISTIAN	cpry@westchestergov.com	4/20
RIGUZZI	KERRY	kah2@westchestergov.com	4/20
ROMERO	RICHARD	rjr5@westchestergov.com	4/20
RUEDA	OMAR	oar3@westchestergov.com	4/20
RUSSELL	SCOTT	sar5@westchestergov.com	4/20
SANTANGELO	MARTIN	mesy@westchestergov.com	4/20
SANTOS	CLAUDINEI	crs2@westchestergov.com	4/20
SCARPATI	ANDREW	awsp@westchestergov.com	4/20
SCHULER	JESSICA	iasc@westchestergov.com	4/20
SEELAUS	JUSTIN	jcss@westchestergov.com	4/20
SNOOK	JULIA	jmsu@westchestergov.com	4/20
TRANGUCCI	LOUIS	lit1@westchestergov.com	4/20
VASQUEZ	EDUARDO	eqvc@westchestergov.com	4/20
WILSON	TIMOTHY	taw2@westchestergov.com	4/20
YONG	POY	pay1@westchestergov.com	4/20
ZAHN	PAUL	paz2@westchestergov.com	4/20