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**Sent:** Wednesday, October 18, 2023 9:35 AM

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Cc: Merrill Verma, Kara <[kqm8@westchestercountyny.gov](mailto:kqm8@westchestercountyny.gov)>

**Subject:** HR Supervisory Training - Fall Dates !

The Human Resources Department is pleased to announce we are bringing back our successful series of **Supervisory Training!**

For those supervisors that were unable to attend one of our Spring sessions, we will again offer the following topics:

- **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 impacting employers' accommodation requirements that took effect on 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:

**Monday October 30**  
**Thursday November 16**

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.

**Remember: these are the same topics that we covered in the Spring; therefore, if a supervisor attended one of those trainings, they do not need to do so again.**

To register supervisors from your department please *send me an MS Excel spreadsheet with First and Last name + County Email address.*

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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*Learn more about Westchester County by visiting [www.westchestergov.com](http://www.westchestergov.com)*

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# SUPERVISORY TRAINING 2023

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