



Professional and Employee Development

Non-Pyramid Workshops

ADAAA FOR MANAGERS AND SUPERVISORS – CLASSROOM

During this workshop, participants gain an understanding of the ADAAA (Americans with Disabilities Act Amendments Act), which is a civil rights law that prohibits discrimination based on disability. Topics discussed are the definition of disability under the ADAAA, what constitutes a reasonable accommodation, and the responsibilities and liabilities under State and Federal law. In addition, participants are given the procedural steps to follow when faced with issues pertaining to the ADAAA.

RESPECTFUL WORKPLACE: “REAFFIRMING MY COMMITMENT” – ONLINE REFRESHER

Respectful Workplace “Reaffirming My Commitment” is an on-line workshop designed to serve as a refresher course for the required Respectful Workplace for Managers and Respectful Workplace for Staff face-to-face workshops. Agencies may use this course for periodic refresher compliance training of employees or as part of other personnel programs. This refresher is appropriate for all staff and supervisors.

Key learning objectives include:

- Learning the ten protected classes
- Understanding illustrative case law for the protected classes
- Reviewing the definition of retaliation in the workplace
- Analyzing video vignettes illustrating typical violations or discriminatory acts and understanding the impact of the discriminatory acts depicted
- Reviewing the Civil Rights Act of 1964, subsequent federal laws and the State Policy on Workplace Discrimination and Harassment

RESPECTFUL WORKPLACE FOR STAFF – CLASSROOM / MANDATORY

Respectful Workplace for Staff is a required face-to-face workshop for all state employees. The workshop provides a working-level understanding of the ten protected classes, what actions are discriminatory under policy and law, and the legal basis for state policy regarding discrimination, harassment and retaliation. Participants are guided through a series of activities, written vignettes and video scenarios to help them understand and internalize what expectations there are for their conduct in the workplace. Participants also learn about reporting procedures should they encounter discrimination, harassment or retaliation, and what their rights are under state policy.

Major topics addressed include:

- Defining and understanding what the ten protected classes are
- Understanding the Civil Rights Act of 1964 and subsequent laws enacted to combat discrimination
- Learning key provisions of the State of Tennessee policy on Workplace Discrimination and Harassment
- Learning and defining key concepts related to the respectful workplace including intent versus impact, retaliation and sexual harassment
- Learning reporting procedures and obligations under federal and state law and policy
- Applying knowledge gained to analyze vignettes presenting possible discriminatory or retaliatory situations in the workplace

FIVE DYSFUNCTIONS OF A TEAM BY PATRICK LENCIONI – CLASSROOM

Outlines the root causes of politics and dysfunction of teams in the workplace, and the keys to overcoming them. Counter to conventional wisdom, the causes of dysfunction are both identifiable and curable. However, they don't die easily. Making a team functional and cohesive requires levels of courage and discipline that many groups cannot seem to muster. Teams willing to address the five dysfunctions can experience the following benefits associated with high performing, cohesive teams:

- Be comfortable asking for help, admitting mistakes and limitations and take risks offering feedback
- Tap into one another's skills and experiences
- Avoid wasting time talking about the wrong issues and revisiting the same topics over and over again because of lack of buy-in
- Make higher quality decisions and accomplish more in less time and fewer resources
- Put critical topics on the table and have lively meetings
- Align the team around common objectives
- Retain star employees

FUNDAMENTALS OF FACILITATION – CLASSROOM

This workshop focuses on developing participants' basic facilitation and classroom management skills. These skills include understanding the difference between a facilitator and a presenter, creating an engaging atmosphere conducive to a positive learning experience, controlling classroom behaviors, and exuding confidence during the facilitation process. Participants are encouraged to meet with their direct supervisor to determine the need to take this workshop based on their mastery of the basic skills of facilitation. This workshop is a foundation for the How to Facilitate Certification workshop.

HOW TO FACILITATE CERTIFICATION – CLASSROOM

This two-day workshop offers a certification to participants who have demonstrated the skills required to facilitate on a professional level. Participants will be required to do a 25-minute teach back to peers and a panel of Strategic Learning Solutions Learning Facilitators, demonstrating all the professional facilitation skills modeled in class related to interactive lecture, guided discussions, structure bridge activities, and debriefs. This rigorous course requires mastery of basic facilitation and classroom management skills offered in the Fundamentals of Facilitation course.

LEADING A MULTI-GENERATIONAL WORKFORCE – CLASSROOM

State government in Tennessee is in the midst of a transformation as younger employees enter the State workforce. For the first time, there are four generations represented in the workforce, and within five years, a fifth generation will begin their work life and be represented. In some cases, intergenerational conflict may occur. Attracting, recruiting and retaining members of the Millennial generation and building a cohesive, effective workforce consisting of four generations are also key tasks in government as members of the Baby Boom retire and leave state service in increasing numbers.

This workshop addresses several generational considerations, including:

- Formative influences and characteristics of the silent Generation, Baby Boomers, Gen X'ers and Millennials
- Engagement strategies for each generation
- Strategies to build intergenerational harmony
- Strategies to assist in understanding, recruiting and retaining Millennials

THREE PILLARS OF HR – CLASSROOM

The Three Pillars of Human Resources Certificate Program is a competency-based learning initiative that provides basic education directed toward entry-level human resources staff in the public sector and could be a stepping-stone to further education or the attainment of certifications. The goal of the initiative is to enable public sector human resources staff to share basic competencies within the field of human resources as determined by the Tennessee Personnel Management Association and the Tennessee Department of Human Resources. The workshop includes essential competencies, defined educational components, recognition levels and a structured, sustainable implementation process.

- Pillar 1: The Role of the Human Resources in the Public Sector
- Pillar 2: Legal Issues in Human Resources
- Pillar 3: Human Resources Administration