opment Manager. She has been with the County since 2004 and has previous experience teaching middle school as well as performance-based budgeting. **Randy Garrett** has been a Communications Officer at the Emergency Communications Center since June 2000 so he knows something about experiencing stress in his life. **Repp Glaettli**, the County’s Water Resource Specialist since 2005, inspects stormwater facilities. He has worked in the Environmental sectors for about 20 years. **Richie DeLoria** is a Senior Assistant County Attorney and has been with the County Attorney’s Office since September of 2014. He has nine years prior experience with the Albemarle County Commonwealth’s Attorney’s Office. **Robbie Munsey** is the Lead Instructional Coach for Science and STEM in Albemarle County Public Schools. Robbie specializes in project-based learning and maker education. **Stavros Calos**, a water resources engineer with Albemarle County since 2015, has a bachelor’s degree in geology from William and Mary and a master’s degree in Civil Engineering from UVa. **Teresa Miller** offers mindfulness instruction to ease suffering, to cultivate resilience, and to allow life’s challenges to be met with compassion and wisdom. She has participated in multiple residential mindfulness retreats since 2005. **Terry Newell** has been spent his career in public service, with the Air Force, Department of Education, and the Federal Executive Institute, focusing on values-based leadership, ethics, and enhancing customer experiences. **Tom Winder** is the Albemarle County Purchasing Agent. He started working for Albemarle County in July 2015 and has over 35 years of contracts and procurement experience. **Trevor Henry** is the Director of the Facilities and Environmental Services Department and has been with the County since 2009. He served eight years’ active duty in the United States Navy before leaving as a Lieutenant Commander. **Tricia Suszynski**, who was been with the County since 2000, works as the Adult Division Supervisor in the Department of Social Services. She has been working with the aging and disabled population for a total of 17 years in various community and residential settings.

See complete biographical listings and register for classes at the Albemarle County Learning and Development site: https://ia2010.albemarle.org/Learning/default.aspx

**Photo credits (top to bottom):**
Kim Shigeoka, Human Resources
Stewart Wright, Community Development
Scott Clark, Community Development

Albemarle County Human Resources Department
401 McIntire Road, Charlottesville, VA 22902
(434) 296-5827
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* New class in Fall 2017!

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Greg Davis began his career in Law Enforcement in 2003 with the Albemarle County Police Department. Greg has served in the patrol division, Training and Professional Development, and Internal Affairs. He is currently a First Sergeant in charge of the Evening Shift Patrol Division.

Jennifer Weller Kim has been employed by the County as a Human Resources Generalist since 2005. She is a Senior Professional in Human Resources (SPHR) and SHRM Senior Certified Professional, with over 15 years of HR experience.

Jenny Stearns is the Workers’ Compensation Specialist in Human Resources. She has a BA in Human Resources from Peace College and worked previously in the private sector. Jenny joined the County in the spring of 2015.

Jenny Zawitz, Albemarle County’s Crime Analyst, is the Police Department’s early warning system for crime series and overall crime rates in various areas of the county, providing support and statistics to those who need information regarding trends and patterns of crime, traffic, or calls for service.

Jody Saunders is the Communications Specialist for Albemarle County. In this role she oversees communications and organizational elements for the County, including the County’s social media presence.

John McQuilkin is the Benefits Administrator in Human Resources. He has been with the County since 2007. A former middle school teacher, he has worked for several nonprofits in the Washington, DC area and the University of Virginia prior to joining the County.

John Murphy works for Albemarle County’s Water Division to insure county compliance with federal and state water pollution regulations. He also helps educate the public about ways to care for our water resources.

John Blair is Albemarle County’s Deputy County Attorney. He joined the county in 2013. His practice focuses on land use and human resources matters.

Kathy Ralston is the former Director of the County's Department of Social Services, serving 39 years with the County.

Kevin Hoschar, M.Ed., is a trainer who believes that learning most often happens when people are having serious fun.

Kim Rhodes is the Facilities Operations Manager for Albemarle County Public Schools. She has been coordinating the scheduling of 25 school locations since 2002, as well as managing the division’s general liability insurance.

Kim Shigeoka joined Albemarle County as a Human Resources Generalist for Local Government in 2012. She holds a JD concentrating in employment and labor law from the University of Minnesota.

Leanne Knox is the Safety and Wellness Program Manager for Albemarle County. Prior to joining the County, she worked at ACAC as the Corporate Wellness Director.

Lisa Carmines is an American Heart Association Basic Life Support Instructor through the Piedmont Virginia Community College.

Louise Wyatt is the County’s Organizational Devel-
Faculty Bios

**Allison Farole** is the Emergency Management Coordinator for the Charlottesville-UVA-Albemarle Office of Emergency Management and has worked for Albemarle County since 2013. **Amy Smith** has been with Albemarle County since 1993, starting as a Teen Center Director and working her way up to Recreation Division Manager. **Cathy Smalley Pales** is the owner of Take a Breath Coaching, LLC. Take a Breath Coaching provides leadership coaching for professional women to help them learn to lead as their best, authentic selves in order to achieve better work/life integration and success. **Dan Mahon** supervises the County’s Greenway/Blueway initiative through the Department of Parks and Recreation. He started working with the County 15 years ago in the Office of Geographic Data Services and has also served as a Planning Technician and Landscape Planner. **David Bakhshaee** graduated from Old Dominion University with a Master’s in Public Administration with a concentration in Public Procurement and Contract Management. David has previously worked for the City of Chesapeake in their Purchasing Department and currently resides in Charlottesville. **Elise Kiewra** started as an intern with the county in spring of 2004, went full time in 2006 and has been here ever since. She currently works as a GIS Specialist II for the county and does mapping for a wide variety of county and public people. **Elizabeth-Latta Brother** is the Learning & Development Coordinator in Human Resources. She has over 15 years of professional training experience and has worked previously in both the private and non-profit sectors. **Emily Kilroy**, the Community Engagement Specialist for Albemarle County, works closely with departments and advisory councils on public outreach and engagement. She has over five years experience building collaborative partnerships to advance projects and programs in a variety of fields, including urban planning, education, and finance. **Erika Castillo** served as a paralegal with the County Attorney’s Office from 2007 to 2017. Determined to never leave Albemarle behind, she returns once in a while to lead further educational adventures. **Gerald Smith**, Senior Systems Analyst and Project Manager at the Emergency Communications Center, has worked for Albemarle County since 2000. In his position, Gerald works to ensure that our regional public safety software solutions stay up and operational 24/7/365. **Greg Harper** has been the County’s Water Resources Manager since 2005. He is a licensed professional engineer having over 15 years of work experience in the private and public sectors.

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* New class in Fall 2017!
A PRACTICAL GUIDE TO TIME MANAGEMENT
Logistics: 11/2, 10-11:30 am, COB McIntire Room 235
Instructor: Optima EAP
Competency: Stewardship

This course provides practical strategies to encourage more effective use of one’s time. Participants will identify their personal time wasters and learn how to organize their work environment, prioritize tasks, build good time management habits, and overcome procrastination.

BEST PRACTICES IN EMERGENCY PREPAREDNESS
Logistics: 9/14, 10-11:30 am, COB 5th Room A
Instructor: Allison Farole
Competency: Learning

September is National Emergency Preparedness Month; do you and your family have an emergency plan? Do you know how to use the Code Red alert system to stay informed? Emergencies can happen anytime, anywhere, and it's important for all of us to know what to do at home and at work when an emergency occurs. Allison Farole will discuss how to prepare for an emergency, explain how to enroll in Code Red, and review the critical role of the Emergency Communications Center and the Office of Emergency Management.

BEST PRACTICES IN MEETING MANAGEMENT
Logistics: 11/15, 10-11:30 am, COB McIntire Room 241
Instructor: Kathy Ralston
Competency: Community

If you have ever been in a meeting that was poorly planned, poorly managed, and made you want to run screaming from the building, then this training is for you! Planning, running, and participating in effective meetings is a valuable skill for anybody and for any occasion. In this class you will learn and then apply proven practices to meetings you currently participate in or meetings that are on the horizon that you are excited about or dread. If desired, class participants may receive follow-up coaching to address specific areas where they would like to improve their skills.

BEST PRACTICES IN VOLUNTEER MANAGEMENT
Logistics: 11/28, 10 am-12 pm, COB McIntire Room 241
Instructor: Allison Farole
Competency: Community

Utilizing volunteers can be a great way to work more efficiently and innovatively. Allison Farole, Albemarle County’s new Emergency Management Coordinator, wants you to learn and profit from the knowledge she has gained coordinating the hundreds of citizens who turn out to help during emergencies. She will discuss how to recruit and retain volunteers, how to manage

Ever wonder how to make your next design project get noticed? With a focus on composition, layout, and other basic elements of design, this class will help you make an effective statement using both graphics and text. You’ll train your eyes to identify what makes “good” design and “bad” design. You will also get tips on which software applications are best for which projects, although no specific software experience or proficiency is required for this class.
Getting into the right mindset is crucial when working with teams. Whether you're building a new team or re-engaging an existing one, it's important to consider how team members will interact and work together. This involves understanding the dynamics of team relationships, communication styles, and the ability to adapt to different situations. By fostering an environment of collaboration and mutual respect, teams can achieve their goals more effectively.

**Academic Advising: Chair and Vice Chair Roles**

- **Chair:** The role of the chair is to provide leadership and direction to the team. They must be able to make decisions based on the best interests of the team and the institution. This requires strong interpersonal skills and the ability to manage diverse perspectives.
- **Vice Chair:** The vice chair supports the chair and can be involved in decision-making processes. They may take the lead in specific areas or when the chair is unavailable.

These roles require a combination of administrative and leadership skills. It's essential to have a strong understanding of the institution's policies and procedures and the ability to navigate complex situations effectively.

**Ethical Decision Making**

Ethical decision making is a critical skill for team leaders. It involves considering the moral implications of decisions and ensuring that they align with the values and principles of the institution. This can be challenging, especially in situations where there are conflicting interests or pressures.

**Team Building and Leadership**

To build effective teams, it's important to consider the strengths and weaknesses of each team member. This involves understanding individual competencies and how they can contribute to the team's overall success. Effective team leaders must be able to inspire and motivate their team members, fostering a positive and productive work environment.

**Ethics and Communications**

Effective communication is essential in any team setting. It involves clear and open discussion, active listening, and the ability to convey ideas and information effectively. Ethical considerations in communication include honesty, transparency, and respect for others' opinions and perspectives.

**Conclusion**

Team building and leadership are complex processes that require a combination of skills and strategies. By focusing on effective communication, ethical decision making, and fostering a positive team environment, leaders can create successful and productive teams.
instructor and will include both lecture and hands-on training. At the end of the class, successful participants will receive CPR certification. Class size is limited to 6 participants.

**COMPETING DEMANDS**

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<tr>
<th>Logistics:</th>
<th>9/6, 10-11:30 am, COB 5th Room B</th>
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<tbody>
<tr>
<td>Instructor:</td>
<td>Optima EAP</td>
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<tr>
<td>Competency:</td>
<td>Integrity</td>
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If you’ve ever found yourself saying, "I have so much to do that I don’t even know where to start!", this class is for you. The course reviews ways for individuals to effectively address situations in which they feel overwhelmed by multiple demands and pressures. You will learn to clarify expectations, define priorities, and set realistic boundaries. You will be given an opportunity to identify common problem areas and consider specific strategies you can employ to increase your level of effectiveness and productivity.

**CULTURAL DIVERSITY TRAINING: SERVING THE COUNTY’S AGING POPULATION**

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<th>Logistics:</th>
<th>12/5, 10-11:30 am, COB McIntire Room 235</th>
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<tr>
<td>Instructor:</td>
<td>Tricia Suszynski</td>
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Almost every County department—ranging from Finance to Police to Fire Rescue—interacts with Albemarle’s aging population on a regular basis. Come to this brief class to get an overview of the County’s fastest-growing population segment, and to learn how to address some of the challenges in providing excellent customer service to this group. Taught by Tricia Suszynski, Adult Division Supervisor in the Department of Social Services, you will leave this training session with some practical tips to bring back to your workplace.

**CUSTOMERS IN CRISIS: DEVELOPING YOUR DE-ESCALATION SKILLS**

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<th>Logistics:</th>
<th>11/2 AND 11/7, 1-3 pm, COB McIntire Room 246</th>
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<tr>
<td>Instructor:</td>
<td>Greg Davis</td>
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The ability to de-escalate a tense or difficult conversation is an important skill for many Albemarle County employees. In this two-part class, Sergeant Greg Davis draws on his experiences as a Crisis Intervention Team instructor to help you understand the basic principles of de-escalation, identify warning signs and symptoms, and understand what resources are available. This class will include role-playing scenarios to help build important skills through practice. This class is limited to 12 students.

**EAP ORIENTATION FOR EMPLOYEES**

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<tr>
<th>Logistics:</th>
<th>9/20, 10-10:30 am, COB 5th Room B OR 10/12, 10-10:30 am, COB McIntire</th>
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you’ve learned. You will learn simple tips and tricks that will help make your purchasing responsibilities a little less painful.

**PURCHASING 101 FOR MANAGERS**

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<th>Logistics:</th>
<th>10/19, 10-11:30 am, COB McIntire Room 246</th>
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<tbody>
<tr>
<td>Instructor:</td>
<td>David Bakhshaei</td>
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Are you a principal or manager who is ultimately responsible for purchasing goods/services for your school or location? Through this course you will gain a basic understanding of the purchasing process at Albemarle County and the vital role you play in making sure that the process is completed correctly.

**SOLE SOURCE 101**

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<th>Logistics:</th>
<th>11/7, 11 am-12 pm, COB McIntire Room 235</th>
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<tr>
<td>Instructor:</td>
<td>Tom Winder</td>
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Albemarle County has a long and detailed Purchasing Manual designed to guide you through all the complexities of buying goods and services. One of the sometimes-confusing purchasing processes involves sole source procurement. This class is designed to guide you through the process, with a particular focus on the documentation required for a successful sole source purchase.

**SUPERVISOR AS COACH**

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<th>Logistics:</th>
<th>9/13, 10 am-12 pm, COB McIntire Room 235</th>
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<tr>
<td>Instructor:</td>
<td>Cathy Pales</td>
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The best supervisors realize that developing their employees is just as important as achieving desired outcomes. It is not possible for organizations to achieve greatness unless their employees are given that opportunity. Supervisors can foster employee development by using a coaching style. By attending this workshop, you will learn about coaching and how best it can be used by supervisors, discover how to help employees develop clear goals and accountability, and learn how a coaching culture benefits the entire organization.

**TEAM DEVELOPMENT IN A SMALLER DEPARTMENT OR WORKGROUP**

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<th>Logistics:</th>
<th>12/13, 10-11:30 am, COB McIntire Room 241</th>
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<tr>
<td>Instructor:</td>
<td>Kathy Ralston</td>
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As our organization moves increasingly into team-based practices, it’s more important than ever to know how to create and manage teams. Kathy Ralston, retired Director of Social Services, will draw on her expe-
**PERSONAL FINANCE: WOMEN AND RETIREMENT**

Logistics: 9/19, 12-1 pm in COB 5th Room A OR 9/20, 12-1 pm in COB McIntire Room 235

Instructor: Nationwide

Competency: Learning

What kind of lifestyle do you want to enjoy in retirement? Uncover the unique challenges facing women when planning for a comfortable and fulfilling retirement. How these specific issues are managed and overcome will help determine your future financial security. Nationwide representatives will be available after class for individual consultations.

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**PREVENTION OF HARASSMENT AND DISCRIMINATION**

Logistics: 10/5, 1-3 pm, COB McIntire Room 241 OR 12/5, 9-11 am, COB McIntire Room 241

Instructor: Kevin Hoschar

Competency: Integrity

Prevention of Harassment & Discrimination training is common throughout government and private industry; it is important that Albemarle County employees spend time learning about and discussing the topic. This course, which is required for all new employees, focuses on maintaining a productive and safe workplace for all employees.

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**PUBLIC SAFETY DATA & GETTING TO KNOW YOUR COUNTY**

Logistics: 10/26, 10:30 am-12 pm, COB McIntire Room 246

Instructor: Alyssa Mezzoni, Gerald Smith, and Jenny Zawitz

Competency: Community

The data gathered and analyzed by Albemarle County's public safety departments (Police, Fire Rescue, Emergency Communications Center) may surprise you in its variety and in what it can tell us all about where the County has been and where it is going. In this class, analysts from all three of these departments will lead you through a tour of the data-gathering process and share insights into what all that data really means and how it helps us all to provide better services to the citizens of Albemarle County.

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**PURCHASING 101**

Logistics: 11/16, 10-11:30 am, COB McIntire Room 246

Instructor: David Bakhshaee

Competency: Stewardship

Are you in charge of buying goods/services for your department, or are you wanting to learn more about how the purchasing process works at Albemarle County? Through this course you will gain a basic understanding of Purchasing and learn how to apply what mean...
Do you know that nearly one out of every three adults in the US is an introvert? This fact, along with other intriguing tidbits, is the subject of Susan Cain’s TED talk about “The Power of Introverts.” Using the TED talk as a launching point, we’ll unpack our own “suitcases,” discuss Caine’s “3 calls to action,” and examine how introverts can thrive in an HPO environment.

ERGONOMICS 101

Logistics: 9/26, 10-11 am, COB McIntire Room 235 OR 10/18, 10-11 am, COB 5th Room B
Instructor: Leanne Knox
Competency: Learning

Do you sit at a desk for much of your work day? Do you sometimes (or often) find yourself stiff and sore at the end of the day? If you answered yes to either of these questions, then you should register for this class! Leanne Knox, Albemarle County’s Program Manager for Safety and Wellness, will teach you the principles of ergonomics and how to arrange your work station to match your body. You will be given examples of stretches that will help you to support good posture and relieve the tension and stress your body collects throughout the day.

FIELD TRIP: AN EXPLORATION OF HANDS-ON LEARNING IN ALBEMARLE COUNTY PUBLIC SCHOOLS

Logistics: 11/15, 1-3:30 pm, various locations
Instructor: Robbie Munsey
Competency: Learning

The advent of the hands-on learning approach means that today’s classrooms look very different from what you may have experienced as a student. Today’s students are using 21st century skills to create authentic products that incorporate the curriculum that they are learning. Participants in this field trip will visit a middle school and high school to see the latest trends in education and learn more about what today’s students are doing every day (hint: beekeeping, 3-D printing, and programming are just for starters!)

FIELD TRIP: IN THE FIELD WITH THE WATER RESOURCES DIVISION

Logistics: 10/24, 9 am-12 pm, COB McIntire Room 246
Instructor: Leanne Knox
Competency: Stewardship

The Water Resources Division works to meet and ex-
mander David Marquet in his book, *Turn the Ship Around!* Join Trevor Henry, who was a former Submarine Officer serving on the USS Whale and USS Louisiana, to watch a short video summary and discuss how you can most effectively use this approach in your own work environment.

**INTRODUCTION TO GIS-WEB MAPPING**

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<tr>
<td>Instructor:</td>
<td>Elise Kiewra</td>
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<tr>
<td>Competency:</td>
<td>Learning</td>
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Have you heard of the GIS-Web, but don’t quite know what it is and what it can do for you? Would you like to know how to quickly access county mapping, real estate data, school districts, Fire Rescue boundaries, parks, or other geographic information? Do you have a need for mapping related products, but wish you could create them yourself? Then this class is for you! You will learn how to access a wide variety of the County’s geographic information via the Web.

**INTRODUCTION TO MYERS-BRIGGS TYPE INDICATORS**

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<th>Logistics:</th>
<th>11/1, 1-2 pm AND 11/9, 1-4 pm, COB McIntire Room 235</th>
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<tbody>
<tr>
<td>Instructor:</td>
<td>Elizabeth-Latta Brother</td>
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<tr>
<td>Competency:</td>
<td>Community</td>
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In this two-part class, students will take the Myers-Briggs Type Indicator and then learn what it has to say about their unique preferences. Through a series of discussions and activities, you will learn about your own innate preferences and how they shape the way you see the world and interact with others. In doing so, you will identify your strengths and blind spots, in order to better understand yourself and others.

**INTRODUCTION TO THE PRACTICE OF MINDFULNESS**

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<th>Logistics:</th>
<th>9/14, 10 am-12 pm, COB McIntire Room 241</th>
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<tr>
<td>Instructor:</td>
<td>Teresa Miller</td>
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<tr>
<td>Competency:</td>
<td>Integrity</td>
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“Mindfulness” as a meditation technique or stress management method has received a lot of attention in the media, and when we offered this class last fall, 100% of participants recommended it to their coworkers, saying that they valued learning how to incorporate mindfulness into their daily routines and be more present. This class is your opportunity to practice and experience it for yourself! The instructor will lead the class through a variety of exercises to help you better understand mindfulness and how to incorporate the practice into your daily life. This class is limited to 20 people.

**MENTAL HEALTH FIRST AID**

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<th>Logistics:</th>
<th>12/7, 10-11 am, COB McIntire Room 246</th>
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<tr>
<td>Instructor:</td>
<td>Jenny Stearns</td>
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Have you heard of the GIS-Web, but don’t quite know what it is and what it can do for you? Would you like to know how to quickly access county mapping, real estate data, school districts, Fire Rescue boundaries, parks, or other geographic information? Do you have a need for mapping related products, but wish you could create them yourself? Then this class is for you! You will learn how to access a wide variety of the County’s geographic information via the Web.

**FIELD TRIP: PREDDY CREEK TRAIL PARK**

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<tr>
<th>Logistics:</th>
<th>10/20, 1-4 pm at Preddy Creek (10/27 rain date)</th>
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<tbody>
<tr>
<td>Instructor:</td>
<td>Parks and Recreation staff</td>
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<tr>
<td>Competency:</td>
<td>Learning</td>
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Preddy Creek is one of Albemarle County’s newer and perhaps lesser-known parks, but it’s a great example of how Parks and Recreation has partnered with local organizations to develop additional recreation options for our citizens. This field trip will be your opportunity to see Preddy Creek’s latest amenity, a suspension bridge that opens up a large swath of previously-inaccessible land. Join Parks and Recreation staff to explore this beautiful park and learn more about how the staff and community groups partnered for its development.

**FINANCE FORUM**

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<tr>
<th>Logistics:</th>
<th>9/22, 9 am - 12 pm OR 1-4 pm, COB McIntire Lane Auditorium</th>
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<tbody>
<tr>
<td>Instructor:</td>
<td>Finance Department</td>
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<tr>
<td>Competency:</td>
<td>Stewardship</td>
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The Finance Forum is your opportunity to learn what has changed and what will be changing during this fiscal year. Representatives will be discussing the latest and greatest regarding Purchasing (sleek upgrades coming!), Accounting, Payroll, and P-Cards. There will be time after the presentations for you to ask your specific questions and get to know the people you talk to and email with in the Finance Department.

**FUNDAMENTALS OF STRESS MANAGEMENT**

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<th>Logistics:</th>
<th>11/8, 10 am-12 pm, COB McIntire Room 246</th>
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<tbody>
<tr>
<td>Instructor:</td>
<td>Randy Garrett</td>
</tr>
<tr>
<td>Competency:</td>
<td>Stewardship</td>
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Trying to understand stress sometimes seems like nailing jello to the wall—the mere attempt increases the very subject you are trying to manage! This class will help you to get a handle on the stress in your life beginning by defining what stress is and why it is necessary. You will be surprised to learn about the physiology of stress and why it is so very harmful to us. You will have an opportunity to measure your personal stress levels in several different ways. Most importantly, by the end of the class you will be equipped with a tool box that you can use to manage your stress in ways that are most helpful to you.
GARDENING WITH NATIVE PLANTS

Logistics: 9/13, 10-11 am, COB McIntire Room 246
Instructor: Repp Glaettli
Competency: Learning

In this class, participants will learn all about native plants—how they affect our landscapes and wildlife, why they are important to us humans and where to garden with them using the "right plant/right place" mantra. Instructor Repp Glaettli will share his favorite plants and how to use his book, *Piedmont Native Plants: A Guide for Landscapes and Gardens*. At the end of class, participants will take a stroll around the County Office Building to see native plantings in community.

GETTING TO KNOW ALBEMARLE COUNTY

Logistics: 10/5 or 11/30, 8:30-11:30 am, COB McIntire Room 241
Instructor: Elizabeth-Latta Brother
Competency: Stewardship

This training is required for all new employees who have been with the County for at least one month, so please check with your supervisor to confirm that you will be able to attend. The County wishes to welcome you and share some key information that will help you understand how your position fits into the larger picture of serving the County. Please register and attend to take part in the presentations and discussions on the County’s mission, values, and policies, learn more about the work of different departments, and network with other new employees.

GRASP THE SOLUTION: STRATEGIES FOR CREATIVE THINKING

Logistics: 10/11, 10 am-12 pm, COB 5th Room B
Instructor: Elizabeth-Latta Brother
Competency: Innovation/Leadership

Using the strategies found in the book *GRASP the Solution*, this class explores how our minds can approach an idea from different angles, using distinct categories of thinking. Once you understand those categories and know when to use them, you can access a new process for creating solutions to all sorts of problems.

HOW TO USE THE ACPS FACILITY SCHEDULING TOOL

Logistics: 9/26, 10-11 am, COB McIntire Room 136
Instructor: Kim Rhodes
Competency: Learning

Albemarle County Public Schools have recently implemented an online facility scheduling tool known as FS Direct. This web-based tool allows both employees and members of the public to schedule space in any of the division’s schools, and it is a great communications tool for understanding what’s going on in the schools. This class is a hands-on introduction for anyone who needs to schedule meetings or events at school buildings.

HR TOOLBOX: HOW TO INTERVIEW FOR THE JOB YOU WANT

Logistics: 11/29, 10-11:30 am, COB McIntire Room 235
Instructor: Jennifer Weller Kim
Competency: Learning

Are you looking for new opportunities within your department or another part of the Albemarle County organization? As part of the County’s work to develop leadership capacity, the goal of this class is to help you enhance your interviewing skills. The class will highlight how to prepare for the interview, answer tough questions, and distinguish yourself from other candidates (especially the external ones!).

HR TOOLBOX: HOW TO WRITE A PLAN OF ASSISTANCE

Logistics: 9/28, 10 am-12 pm, COB McIntire Room 246
Instructor: Kimberly Shigeoka
Competency: Integrity

A Plan of Assistance (POA) isn’t a bad thing at all! In fact, when used correctly, it can be one of a manager’s most effective tools to set an employee up for success. This two-hour class, taught by HR Generalist Kimberly Shigeoka, will use case studies to look at when and how to use disciplinary and non-disciplinary POAs.

HR TOOLBOX: UNDERSTANDING THE ADA AND THE INTERACTIVE PROCESS

Logistics: 11/9, 10-11:30 am, COB McIntire Room 246
Instructor: Kimberly Shigeoka
Competency: Integrity

The Americans with Disability Act, or ADA, is one of those laws that many people have heard of but few understand how it might apply to them in the workplace. Join HR Generalist Kim Shigeoka for a discussion of what the ADA is, how to identify when the ADA is triggered, and how Albemarle County employees can work together to create an environment that is compliant and welcoming to all.

INTENT-BASED LEADERSHIP

Logistics: 12/14, 10-11:30 am, COB McIntire Room 235
Instructor: Trevor Henry
Competency: Innovation/Leadership

Intent-based leadership is a High-Performance Organization approach to workplace leadership that focuses on developing employees’ ability to make their own decisions and take responsibility for their work. The phrase was popularized by former Navy sub com-