



Management Policy and Procedure Workshops

1/2 day workshops are \$100

Full day workshops are \$130

On-Line Workshops \$50.00

To register for a workshop contact your agency training coordinator or your manager.

Change Management—is a one-day workshop for management that enables participants to acquire the strategies to implement organizational change.

Upon completion of this workshop, participants will be able to:

- Apply leadership skills important in the effective management of organizational change
- Recognize the interpersonal skills necessary for leading others through the stages of change and phases of transition
- Identify the managerial issues present in organizations undergoing change and promote a culture of creativity and agility
- Examine the factors involved for creating and sustain higher performance teams through change

Harassment Intake/Referral Process—is an **on-line** workshop which teaches designated employees the process for completing harassment intake forms. *The Harassment Intake/Referral Process* on-line workshop is a prerequisite for the Investigations workshop.

Upon Completion of this workshop, participants will be able to:

- Explain the process of taking a harassment referral
- Implement the Intake/Referral Process while addressing the issues of confidentiality and retaliation
- Accurately complete the Intake/Referral Form using the information gathered during the referral process

How to Navigate On-line Courses in Edison—is a short **on-line** tutorial on navigating the Edison website. This workshop is offered free of charge.

Investigations: Discrimination & Harassment Claims—is a one-day intensive workshop offered quarterly using case studies to teach the basic legal foundation for harassment and discrimination claims. The workshop is taught by Department of Human Resources' legal counsel on a quarterly basis.

Upon completion of this workshop, participants will be able to:

- Explain the basic legal foundation for harassment and discrimination claims
- Complete an investigation accurately and thoroughly using the Investigation Guideline Tool

Organizational Policies and Practices—is an **on-line** workshop equipping people managers with the policies and practices of the Department of Human Resources needed to manage work performance.

Upon completion of this workshop, participants will be able to:

- Supervise and manage responsibly under applicable federal and state laws and policies
- Locate and understand the Department of Human Resource policies as detailed in T.C.A. chapter 1120

Performance Evaluation—is an **on-line** workshop which teaches the state’s formal employee evaluation system as provided in Edison. Management learns the state’s philosophy of performance evaluation and the fundamentals necessary to manage the process.

Upon completion of this workshop, participants will be able to:

- Understand the benefits of Performance Evaluation as a crucial management vehicle to achieving organization goals
- Implement the state’s performance evaluation process to effectively manage employee job performance

Respectful Workplace: A Manager’s Guide to Preventing Workplace Harassment—is a one-day workshop for managers on the state’s workplace harassment policy and their responsibility to promote respectful behavior in work environments.

Upon Completion of this workshop, participants will be able to :

- Dissect and apply the state’s policy statement on Workplace Harassment
- Understand management’s responsibility and liabilities under the state policy statement under state and federal law
- Develop strategies to recognize and prevent negative behaviors that impact the work environment such as bias, prejudice, stereotypic thinking, and retaliation
- Recognize the importance of taking personal responsibility in promoting a respectful workplace free of harassing intimidating and/or discriminatory behavior

Understanding the New ADAAA (Americans with Disabilities Act Amended Act)—is a half-day workshop offered quarterly for state employees on the Americans With Disabilities Act Amended Act of 2008 (ADAAA), which became effective January 1, 2009. This workshop will introduce participants to the ADAAA law and its impact in the workplace.

Upon completion of this workshop, participants will be able to:

- Explain the terminology of the ADAAA
- Describe the impact of the ADAAA in the hiring process
- Identify ways the ADAAA will impact management