

Council Chief of Staff Update

10/17/2023

Announcements

Upcoming Staff Out-of-Office

10/20 Karen out
10/23-28 Debbie out
11/10 Karen out afternoon
11/20-22 Debbie out
11/22 Liz out
11/22 Karen out
11/27 Debbie out

Important Tips & Reminders

Neighborhood Meeting Scheduling: A friendly reminder to provide three weeks' notice for scheduling neighborhood meetings. Please also note Debbie's out-of-office dates listed above.

IT Citywide Website/Blog Tool Updates: For your advanced planning information, please note that IT is doing critical website upgrades between November 2 and November 8. **The blog tool will not be available during this time**, so if you have a meeting scheduled during this time, please post to your blog before November 2 and/or after November 8.

Alder BCC Feedback: As part of the ongoing effort to streamline BCCs, I have sent each alder a spreadsheet listing their assigned committees and instructions on how to fill it out. Please return your completed spreadsheets as soon as possible. Performance Excellence Specialist Kara Kratowicz presented more about the 7 elements of a great city in relation to BCCs to CCEC on 10/03. You can find Kara's presentation linked here.

City Training Opportunities (free to alders)

Recommended Trainings

We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new. Please reach out to me if you participate in a training, especially if you have experienced one you found valuable and think other alders might as well.

- [Giving and Receiving Feedback, Part 2](#)

Course Description: "Feedback is the breakfast of champions" according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it's a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest "gifts" to give and receive. **Part 2**, Intermediate Feedback will focus on ways to give feedback up, down, and sideways. We'll also explore practices to receive feedback with gratitude and composure.

Upcoming Offerings: October 25, 9-11 AM

- [Involving People in Decisions that Impact Them](#)

Course Description: Making decisions can be one of the most difficult and stressful things leaders do. Involving others can relieve some of that stress as you gain new perspectives. Inclusive leaders make decisions with, not for, those who are impacted. This improves the quality of our work and relationships with each other. This session will cover basics of stakeholder mapping and group decision-making.

Upcoming Offerings: November 1, 9-10:30 AM