

Council Chief of Staff Update

9/19/2023

Announcements

Upcoming Staff Out-of-Office

9/25-9/29 Debbie out of office

9/29-10/2 Karen & Lorissa out of office at conference

10/3-10/5 Liz and Isaac at YWCA Summit

Important Tips & Reminders

Budget Season: If you are able, please attend the Finance Committee capital budget amendment deliberations on 9/26 at 4:30 p.m. Check your inbox for emails from Christine Koh for updates and resources.

Important City Staff Communications: IT Citywide Upgrades and M365

Please check your inbox for communications from IT on information, trainings, and tips as we receive a citywide website and blog tool upgrade in November and as we move toward M365. Recent emails included information on orientations to the new tools, as well as tips on how to prepare your City inboxes and calendars for M365 migration.

Winter Trainings and Discussions

Thank you to all of you who filled out the survey about your interest and availability. I will now be compiling options based on the schedules of the alders who expressed interest in each of the trainings. If you have been meaning to fill out the survey, but haven't had a chance, please do so tonight so I can include you: <https://www.surveymonkey.com/r/6CP58V7>

City Training Opportunities (free to alders)

Alder feedback on the Trauma-Informed Living training: "The presentation helped me build on the inner work that I've been doing and gave me new tools. The material, was provided in an approachable manner and felt safe to learn."

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 1](#)

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. This two-part series can help you move from fear to finesse. Part 1, Foundational Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.

Upcoming Offerings: September 27, 9-11 a.m.

- [Gender Inclusive Language](#)

Description: How can you be inclusive and respectful with people of all genders? With verbal and written examples, you will leave this training with specific strategies in using language that shows your coworkers and community members of all genders that you value them. This course is part of the series of offerings related to the implementation of [APM 2-52 PDF](#) as we work towards realizing our vision of being an inclusive organization.

Upcoming Offerings: October 10, 1-3 p.m.