

Council Chief of Staff Update
10/8/24

Announcements

*****Council Office is scheduled to move up to the 5th floor of the CCB on Thursday, October 10. We will be especially discombobulated on Thursday and Friday. Our new room number will be #505***** Please locate your City ID because you will need it to get into the new office. The County access card (the blank white one) will still get you into the basement and onto the elevator after hours.

- Debbie will be out of the office 10/21-10/25. Please plan neighborhood meetings and mailings accordingly.
- Due to Hurricane Helene, Lorissa had to shift her vacation days. Barring any trouble from Hurricane Milton, she should be back in the office on Thursday (10/10)
- The Executive Operating Budget has been released. The 99% cost-to-continue budget can be found [in the usual place on the Finance webpage](#) and the alternate reductions budget can be found in the [executive summary](#), also on the Finance webpage. If you would like a printed copy of the budget, please contact Christine Koh.

Project Updates

Campaign Season Guidelines

In collaboration with the City Attorney's Office, we are working on detailed guidance for the 50-piece rule, which goes into effect December 1 for everyone who is running for office.

Alder Onboarding Preparation

April will be here before we know it, so we will be turning our attention to creating, refining, and planning the program and resources for alder onboarding this spring.

City Training Opportunities

The City offers many trainings relevant to your work as alder that are available to you. If you take a training, please let me know your thoughts about it and whether you would recommend it to your colleagues.

How to Run Effective Meetings

Description: Swamped with way too many meetings? We know that poorly organized and run meetings lead to frustration and disengagement. In this webinar, you'll learn practical tools to plan and run effective meetings so that you can lead people towards clear and actionable outcomes with greater confidence.

Presented by: [Sylvia Larrass](#) - Voice and Leadership Excellence. **Upcoming Date:** October 15, 8:30-10 a.m., virtual.

Gender-Inclusive Language

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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 as we work towards realizing our vision of being an inclusive organization.

Presented by: AJ Hardie, OutReach LGBTQ+ Community Center. **Upcoming Date:** October 22, 1-3 p.m. virtual. **Resources:** [Language Guide](#), [Resource Guide](#)

Creating LGBTQ-Inclusive Spaces and Making Systemic Change

Description: This course will teach you how to create inclusive spaces for LGBTQ+ colleagues, friends, city residents, and visitors. In this foundational course, we'll review:

- LGBTQ+ issues with a focus on issues that impact transgender people.
- LGBTQ+ inclusion best practices to create a welcoming environment in your workplace and beyond.

The second half of the course builds on that foundation as we dive deeper into institutional inequity for LGBTQ+ people. We will:

- Discuss how to recognize institutional bias and create systemic change.
- Reflect & discuss how to involve the voices of those who matter in City operations decision-making.

Presented by: Molly Herrmann OrganizationalDevelopment@cityofmadison.com

Upcoming Date: October 23 | 9:00 – 11:00 am

Values-Based Leadership: The 4 Principles of Practice

Description: Before we lead others, we must first learn to effectively lead ourselves.

For many, our personal values affect what we think and how we behave. This highly reflective and interaction course explores the four principles of Values-Based Leadership- self-reflection, balance and perspective, true self confidence, and genuine humility- to help learners lead from their values while remaining curious and open to the values and experiences of others. This course is bound to grow your leadership from *any* position and is excellent for people at all levels of leadership. **Presented by:** [Jay Winston](#) - Leadership Development Specialist, HR-OD. **Upcoming Date:** November 6, 2-3:30 p.m., virtual.

Plain Language and Effective Communication

Description: Are you reaching your audience? Are you getting your message across? Does the language you use reflect your commitment to inclusion? How you communicate and the language you use can serve to build positive and lasting relationships, help people understand your message, and help people make informed decisions. In this session, you will learn tools to increase understanding and engagement as well as to disrupt power dynamics in language. Learn how language can foster inclusion and how to navigate communication challenges. We will also review the ADA's effective communication requirements for public entities. This session is ideal for anyone who interacts with the public in either one-on-one conversations, text, meetings, or events. **Presented by:** [Rebecca Hoyt, Department of Civil Rights](#). **Upcoming Date:** November 21, 12-1:30 p.m. virtual.