

Council Chief of Staff Update 10/29/24

Upcoming Staff Out-of-Office

November

11/19-22: Lorissa at Government Alliance on Race and Equity (GARE) conference

11/25-11/27: Debbie out

11/27: Lorissa out

December

12/15-12/30: Karen out

12/20: Isaac & Lorissa out

12/23: Lorissa out

12/23-12/27: Debbie out

12/23-12/26: Liz out

Reminders

New Council Office Room Number: 505 (5th floor). 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.

City offices closed 11/28-29 for Thanksgiving and Ho-Chunk Day

City offices closed 12/24 & 12/25 for Christmas

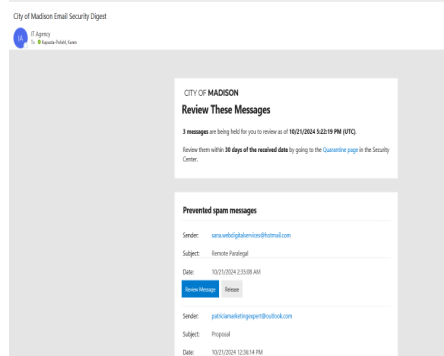
Tips

Do you regularly check your email spam quarantine folder? If not, I recommend you consider making it a habit. I check mine daily.

Check your inbox for emails from IT Agency called City of Madison Email Security Digest:



Once you click it open, you can review recently quarantined items and release any you recognize:



Council Office Project Updates

Alder Onboarding Preparation

April will be here before we know it, so we are turning our attention to creating, refining, and planning the program and resources for alder onboarding this spring. This includes expanding and refining the alder handbook entries for further clarity.

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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.

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 19, 1-2:30 p.m. virtual.

Build Bridges, Not Barriers

Description: Build Bridges, Not Barriers provides a comprehensive overview of inclusive leadership and aims to develop participants' understanding and skills in creating inclusive environments. By completing this course, participants will enhance their ability to foster inclusivity, build trust, and become effective allies in their personal and professional lives. **Presented by:** [Sharon Brokenbough](#) **Upcoming Date:** November 20, 9-11 a.m., virtual