

*A publication for employees of the Lake County Board of County Commission (BCC)*

## DIVERSITY IN THE WORKPLACE

**M**any organizations today are committed to promoting diversity within its culture, but find there are relatively few guidelines to help them. Here are a few that will lead you in the right direction.

- First, realize that diversity doesn't solely pertain to gender, color or ethnicity—it also includes thinking differently. Different thinking methods, when embraced, can add a richness and alternate perspective to the decision-making process.
- Avoid rushing to judgment with traditional practices. Ask yourself if you don't like the new idea simply because it's new, or the creator is someone who doesn't act, think or work like you. Opening yourself to unconventional ideas and methods may reveal choices you hadn't considered.
- The true definition of a gatekeeper is to ensure all ideas get through the "gate" before it is closed. Solicit the quiet types for their opinions. They may not voice their thoughts out of fear of rejection. Don't always rely on the ideas of those with whom you feel comfortable.
- Invite those who are out of your office social circle to lunch, meetings, or spur-of-the-moment gatherings. Establishing a rapport will make you more receptive to their point of view.
- Think back to when you were the outsider, and how you wanted to be treated by the mainstream. Then act on it. Outsiders can also adapt by "talking the talk" of the dominant culture, and presenting their ideas in that language.
- If you see someone's idea shot down only to later have a member of the popular group present it, tactfully point out that another person expressed it first.

*—adapted from Fortune & Business Basics, LLC*



*Additional information on diversity in the workplace can be obtained by participating in the "Workplace Diversity" training program being held on November 15th. Employees unable to attend this program will have the opportunity to attend one of the several programs that will be offered in 2006. Currently, this program is not mandatory of all employees however it is strongly encouraged.*

# LEARNING BEHAVIOR GUIDELINES

## WHILE ATTENDING TRAINING

Professional and courteous demeanor is expected during all training sessions. Remember that you are a representative of your department while attending a program, regardless if it is an internal or external training program. Here are some participant behavioral expectations for all training experiences:



- Demonstrate respect – Respect should be shown to not only the facilitator but the other participants attending the program.
- Participate actively
- Keep confidences
- Honor the speaker – no side conversations
- Agree or disagree respectfully
- Have fun

## EMPLOYEE DEVELOPMENT PROGRAMS:

Contact Employee Services at 343-9596 for more information on the following programs.

**Harassment Prevention Workshop** — The Harassment Prevention workshop covers all forms of Harassment in the Workplace, including Sexual Harassment. This workshop is designed to provide participants with instruction and examples of situations that constitute various forms of harassment. Participants engage in dialogue and exercises to examine theories and facts of harassment. All BCC employees are required to attend a workshop by end of calendar year 2006. *(New employees who have attended New Employee Orientation since June 1, 2004 are exempt from this requirement, unless otherwise required to attend.)*

DATE	PRESENTED BY	TIME	LOCATION	SPECIAL COMMENTS
October 13	Employee Services	9:00 a.m. – 11:30 a.m.	Administration Building, Large Training Rm. 233	Registration required
November 10	Employee Services	9:00 a.m. – 11:30 a.m.	Administration Building, Large Training Rm. 233	Registration required
December 8	Employee Services	9:00 a.m. – 11:30 a.m.	Administration Building, Large Training Rm. 233	Registration required

**New Employee Orientation** — The New Employee Orientation program provides employees with a half-day of valuable information pertaining to a wide-range of topics regarding their new employment with Lake County. Topics include the County's vision, mission, and values; valuing diversity in the workplace; harassment prevention; employment policies and procedures; legal discussion on ethics and public employment; Sunshine Law and records retention requirements; and property damage and workers' compensation reporting.

DATE	PRESENTED BY	TIME	LOCATION	SPECIAL COMMENTS
October 27 November 30 December 29	Employee Services	8:00 a.m. – 1:00 p.m.	Administration Building, Large Training Rm. 233	Information provided during New Hire Processing

**Violence in Today's Workplace** — This training program is designed to expose employees to the nature of workplace violence. Participants are presented with the definition of workplace violence, possible traits and warning signs of perpetrators, and guidelines on dealing with a potential or immediate threat. This program corresponds with Section 5 — Workplace Violence, of the Policies and Practices Employee Manual, and addresses procedures for reporting workplace violence. *(This is not a mandatory class, but it is strongly encouraged that employees attend.)*

DATE	PRESENTED BY	TIME	LOCATION	SPECIAL COMMENTS
December 13	Employee Services	1:30 p.m. – 4:00 p.m.	Administration Building, Employee Services Training Room, Rm. 430	Registration required

**Workplace Diversity** — This program encourages participants to examine diversity issues through different lenses. The program consists of interactive activities which foster an inclusive and positive learning environment. This course is designed to heighten organizational diversity awareness and improve the workplace environment for all employees. Go to the Online Training & Development Calendar to view an introductory slideshow on Diversity, take the pre-training Self-Awareness Assessment and register for the program. *(This is not a mandatory class, but it is strongly encouraged that employees attend.)*

DATE	PRESENTED BY	TIME	LOCATION	SPECIAL COMMENTS
November 15	Employee Services	1:30 p.m. – 4:00 p.m.	Administration Building, Employee Services Training Room, Rm. 430	Registration required



## HEALTH & BENEFITS PROGRAMS:

Contact Employee Services at 343-9596 for more information on the following programs.

**General Overview of Deferred Compensation** — Lake County employees may choose to participate in a deferred compensation program through payroll deduction. Both ICMA-RC and Nationwide offer programs designed for retirement saving which allow pre-tax contributions. The presentations are designed to explain the deferred compensation plan(s) available. The program is in a “lunch and learn” setting and employees are encouraged to bring their lunch to enjoy. If time permits, an educational investment-related topic will also be discussed. The presenter will also be available the day of the Lunch & Learn session to meet individually with employees to review investment options and strategies. Please contact the representative directly to schedule a one-on-one meeting. Feel free to e-mail specific questions to [ateachout@co.lake.fl.us](mailto:ateachout@co.lake.fl.us) before attending.

DATE	PRESENTED BY	TIME	LOCATION	SPECIAL COMMENTS
October 7	Rosalia Pena Nationwide Retirement Solutions <a href="mailto:penas2@nationwide.com">penas2@nationwide.com</a>	1:00 p.m. – 2:00 p.m.	Administration Building, Large Training Rm. 233	Lunch & Learn <i>(Registration not required.)</i>
November 8	Steven Brindle, ICMA-RC <a href="mailto:brindles@icmarc.org">brindles@icmarc.org</a>	12:00 p.m. – 1:00 p.m.	Administration Building, Large Training Rm. 233	Lunch & Learn <i>(Registration not required.)</i>

## SAFETY PROGRAMS:

Contact Employee Services at 343-9596 for more information on the following programs.

**Bloodborne Pathogens** – Exposure to body fluids can lead to infection from hepatitis and HIV; which can cause AIDS. Although few cases of AIDS can be traced to workplace exposure, 8,700 healthcare workers contract hepatitis B from occupational exposures each year. Approximately 200 people die each year from bloodborne infections. Immediate intervention can prevent the development of these bloodborne diseases. Questions and concerns will be addressed during the training program.

DATE	PRESENTED BY	TIME	LOCATION	SPECIAL COMMENTS
October 25	Jack Fillman, Fire Rescue	9:00 a.m. – 11:00 a.m.	Administration Building, Large Training Room 233	Registration required
October 25	Jack Fillman, Fire Rescue	1:00 p.m. – 3:00 p.m.	Lake Technical Center/ Bragg Center, Rm. 302	Registration required

## TRAINING NEWS & REMINDERS:

- Registration is required to attend any of these programs, with the exception of the Lunch & Learns. Registration is now available online! *(Use the paper registration form only if the employee, supervisor and worksite do not have access to the internet or intranet.)*
- Be sure to be on time and allow plenty of time for parking. Classes will start promptly at the scheduled time.
- Due to limited space, once an employee is scheduled for a program they need to make sure to keep that date and time available for their attendance.
- Cancellations should be on an emergency basis only and the employee or supervisor should notify Employee Services as soon as possible so the space can be filled if possible. Substitutions are permitted; however if possible please notify Employee Services prior to doing so.
- In order to provide for diversity in the group, we will be limiting the number of participants from a division/section to a maximum of 3 per session. *(Supervisors, please keep this in mind when enrolling employees or signing off on registration forms.)*
- Programs listed in this publication are reserved for employees of Lake County BCC only. Employees of other Lake County government entities interested in the content, please contact Susan Irby 343-9697 for more information.