

DCAS LEARNING PORTFOLIO

NO-COST (SPRING 2024)

DCAS Citywide Training Center
1 Centre Street, 24th Floor South
New York, NY 10007
PH: 212.386-0005

CCHR Overview of the City Human Rights Law (In-Person)

This workshop educates city employees on the legal protections and obligations under the NYC Human Rights Law (City Human Rights Law). It provides city agencies and employees with the skills and resources necessary to recognize and report discrimination, harassment, and bias. The workshop covers protections under the City Human Rights Law in employment, housing, and public accommodations, as well as discriminatory harassment, and bias-based profiling by law enforcement. It reviews protection categories under the City Human Rights Law, such as race, gender, religion, disability, and many others.

Target Audience: Staff at all levels.

Course Code: C8164

In-Person Dates: April 10th & June 6th 10:00AM - 12:00PM

Disability Awareness & Etiquette (Live Webinar or eCourse)

This training will review strategies and best practices for creating an inclusive environment for people with disabilities. Participants will be educated about various myths or misconceptions about the disabled community and develop competencies in interacting with persons with various disabilities. **Target Audience: Staff at all levels.**

Course Code: C8022W

Live Webinar Dates: April 2nd 10:30AM - 12:00PM

eCourse Information: Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training. Must be taken from a work location.

Everybody Matters: EEO & Diversity & Inclusion for NYC Employees (eCourse)

This training course supports the mandate under Local Law 121 in the City Charter and provides all City employees with a framework to understand the importance of diversity and inclusion and how to develop the skills needed to create an inclusive environment where all employees, clients, vendors, and visitors are included. This course covers the City's Equal Employment Opportunity Policy, who is protected, what constitutes discrimination and who is entitled to accommodation. **Target Audience: Staff at all levels.**

This eCourse may be taken at any time from a work location.

Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training.

LGBTQ: The Power of Inclusion (Live Webinar/eCourse)

This training will facilitate awareness of the emotional impact of being a member of the LGBTQ community and provides guidance for how to create/promote an open and inclusive environment for this community. Participants will also receive specific guidance as to the correct and inclusive terminology related to the transgender community, City agencies' responsibilities under the Mayor's Executive Order 16 (EO 16) regarding the legal right of transgender and gender non-conforming persons to freely access the single-sex facilities owned/operated by the City that most closely aligns with their gender expression or identity, as well as examples of behaviors that may violate EO 16. **Target Audience: Staff at all levels**

Course Code: C7787W (Live Webinar)

Live Webinar: March 6th 9:00AM - 12:30PM or 1:30PM - 5:00PM

eCourse Information: Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training. Must be taken from a work location.

Building an Inclusive Culture: Understanding Unconscious Bias (Live Webinar/In-Person)

This training will examine the importance of understanding the unconscious or hidden biases that inform our behaviors and decisions at work. Participants will learn the difference between conscious (explicit) and unconscious/hidden (implicit) bias, understand the different levels of bias, and how we interpret and make decisions using our individual lenses, layers and legacies. The training will examine several types of bias, which influence workplace relationships and inadvertently privilege some and exclude others. **Target Audience: Staff at all levels.**

Course Code: C1078 (In-Person); C1078W (Live Webinar)

Live Webinar: March 5th 9:00AM - 12:30PM or 1:30PM - 5:00PM

In-Person: April 4th 9:00AM - 12:30PM or 1:30PM - 5:00PM

Creating a Culture of Inclusion, From Microaggressions to Microaffirmations (Live Webinar/In-Person)

Microaggressions are the everyday verbal and non-verbal exchanges, whether intentional or unintentional, that communicate hostile, derogatory, or negative messages to target persons based solely upon their membership in a marginalized/underrepresented group. Employees who are frequent targets of microaggressions can experience health problems, burnout, and other negative effects of what has been called a "death by a thousand cuts." This workshop focuses on creating awareness of the negative impact that subtle or unintentional comments or actions towards members of marginalized groups can have on these individuals and others, and the workplace. This course features examples of case scenarios, behaviors and interactive assessments that promote a more inclusive, respectful, and engaging workplace. **Target Audience: Staff at all levels.**

Course Code: C9583 (In-Person); C9583W (Live Webinar)

Live Webinar: February 23rd 9:00AM - 12:30PM

In-Person: May 6th 9:00AM - 12:30PM

Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations (In-Person)

Currently, five generations are working side by side. This melding of generations in the workplace has brought both benefits and challenges. With each generation comes a distinct set of skills and different expectations that must be managed. Working remotely (during a pandemic) has also required us to become nimbler as an employer and to redefine ways to hold employees accountable.

This course will evaluate how our multi-generational workforce has reacted to the changed environment caused by the pandemic and how they can work together to leverage each other's talents. In addition, it will guide leadership on how they can tap into this and still maximize productivity across the different generations they are managing.

Target Audience: Staff at all levels.

Course Code: C8606

In Person: April 10th 9:00AM - 12:30PM

Moving from Bystander to Upstander, What Would You Do? (Live Webinar/In-Person)

This course will explain the multi-faceted and complex role of being a bystander and provide examples of how it can differ based on the level of circumstances that are being experienced. The reaction of a bystander does not have to be "fight" or "flight" only. The goal of this training will be to arm participants with knowledge on all the different ways bystanders can engage to not just stand by, but rather take a more active role to address or call attention to a wrongdoing they have witnessed. **Target Audience: Staff at all levels.**

Course Code: C9584 (In-Person); C9584W (Live Webinar)

Live Webinar: March 22nd 9:00AM - 12:30PM

In-Person: May 24th 9:00AM - 12:30PM

The Power of Words, Can We Talk? (Live Webinar/In-Person)

Uncomfortable, yet courageous conversations about systemic racism, equity, and social injustice, have highlighted how words can serve as an enabler or barrier to common understanding, equity, and inclusion. This course will heighten our awareness of the implicit/explicit power that words carry and provide participants with the tools to engage in effective and intentional communication. **Target Audience: Staff at all levels.**

Course Code: C9582 (In-Person); C9582W (Live Webinar)

Live Webinar: April 19th 9:00 AM – 5:00PM

In-Person: June 25th 9:00 AM – 5:00PM