

GENERAL OFFICE MEMORANDUM 20-114

TO: ALL DISTRICT ATTORNEY PERSONNEL

FROM:  JOSEPH P. ESPOSITO
Chief Deputy District Attorney

SUBJECT: LAUNCH OF NEW LIVE WEBINAR SERIES

DATE: AUGUST 26, 2020

The Department of Human Resources (DHR) Workforce and Employee Development Division (WED) announced the launch of the new live webinar series, as an alternative to the DHR instructor-led workshops. To assist with departmental training needs during COVID-19, DHR has redeveloped their workshops for delivery in live webinar format.

These webinars will be hosted in Microsoft Teams, which County employees may access using their internet browsers or by downloading the Teams desktop app. In addition to streamlining the training content, DHR increased class capacity to 50 students and reduced the cost of each course to help accommodate departments with current budgetary constraints.

The following webinars are now available for department-dedicated scheduling upon request:

Course Title	Length
Customer Service	Part 1 (2 hours) Part 2 (2 hours)
Employment Law for Supervisors	2 hours
New Employee Orientation	2 hours
Effective Discipline	Part 1 (2 hours) Part 2 (2 hours)
Transgender Awareness	2 hours
Transgender Awareness for Managers and Supervisors	4 hours
Diversity in the 21 st Century	4 hours

To help ensure a seamless training experience, DHR will provide enrollees with a Webinar QuickStart Guide, and participants will be able to view a brief Microsoft Teams orientation video to help them navigate the platform features used during the webinars. In addition, DHR

support staff will be standing by to assist employees with any technical difficulties with enrollment or webinar access.

In addition to these webinars, DHR is currently redeveloping the following instructor-led workshops, which will be launched this fall:

- Supervisor Essentials
- Team Building
- Performance Evaluation
- Coaching for Performance Improvement
- Effective Communication
- Difficult Conversations
- Selection Interviewing

All WED offerings, including the new live webinar series, can be found on the DHR website at <https://employee.hr.lacounty.gov/development-2/>.

For any questions, please contact Scott Susswain, Human Resources Manager at (213) 257-2742 or via email at SSusswain@da.lacounty.gov.

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