“I always wondered why somebody doesn’t do something about that, then I realized I was somebody.”
- Lily Tomlin

Inclusivity Learning Series: Building Effective Allyship Skills

As we close in on nearly eight months of learning together, and hone in on specific tools for practicing inclusivity, please join us this week and next for Building Effective Allyship Skills! The Forest Service welcomes Parker McMullen Bushman of Ecoinclusive to host this virtual workshop. This learning will position employees of all backgrounds and identities to successfully undertake allyship at work and beyond. During this workshop participants will learn about all the ways they can be a stronger ally to people of marginalized identities through practical and actionable steps. A panel of Forest Service employees will deepen the discussion. ASL interpreters will be available for the event. Watch for an invitation in your email!

**Date (two offerings):** Thursday, July 29, 2021 and Monday, August 2, 2021

**Duration:** 2 hours

**Time:** 10:00 a.m. Alaska / 11:00 a.m. Pacific / 12:00 p.m. Mountain / 1:00 p.m. Central / 2:00 p.m. Eastern & Atlantic Standard

Learn What’s Possible! Join a This Is Who We Are Engagement!

*This is Who We Are* (internal link) continues to raise the bar on what it means to be values-based, purpose-driven, and relationship-focused. In direct demonstration of the core concepts of TIWWA, several agency units are “stewarding the whole” by volunteering trained, experienced ambassadors for a new national team offering weekly engagements to employees throughout the agency. This new cadre will host engagements on Tuesdays (9 a.m. – 4 p.m. Pacific) and Wednesdays (9 a.m. – 4 p.m. Eastern), with a third day to be added after the busy summer field season. These engagements are open to any employee in the agency and satisfy the AgLearn requirement for “6140 National This is Who We Are Employee Engagement Session 1”. To register, employees simply visit [EventBrite](#) and choose a date and time that fits their schedule.

To date, thousands of Forest Service employees have participated in these discussions about our agency’s mission, purpose, and value; our core values; and our code and commitments through the efforts of volunteer ambassador cadres. To witness the positive impacts of these engagements, please watch this recent discussion between Leslie Weldon, Chief Executive of WEPO, and six ambassadors active in delivering TIWWA throughout the Forest Service. After you watch, please sign up for your own engagement and add your voice to the discussion.

If you have any questions about TIWWA or just want to learn more, contact national program manager Brad Tait at [bradley.tait@usda.gov](mailto:bradley.tait@usda.gov).

Upcoming Work Environment Webinars, Courses, and Events
Conflict Management and Prevention

Gossip: Only You Can Prevent Gossip

The work environment is a delicate ecosystem that is comprised of the inputs by the people that work and operate in their organizations. Gossip is an inevitable part of the office dynamic. This webinar will instruct participants about gossip, its origins, our collective cultural views, and the impact it has on our ecosystem. Participants will learn the basic components of the gossip dynamic and how to prevent and manage gossip in a healthy, respectful, and productive way.

Date: Wednesday, August 4, 2021

Time: 10:00 a.m. Alaska / 11:00 a.m. Pacific / 12:00 p.m. Mountain / 1:00 p.m. Central / 2:00 p.m. Eastern & Atlantic Standard

Duration: 1.5 hours

How to Join: https://usfs.adobeconnect.com/cr-500/

Call-in Number: 1-888-844-9904 Access Code: 6715754#

Hosted By: Martin M. Gutierrez (ASC)

Understanding Introverts and Extroverts in the Workplace

In this presentation you will be able to understand and apply: 1. Carl Jung’s Theory of Introversion & Extroversion. 2. Introduction to Carl Jung. 3. Introversion / Extroversion Defined. 4. Characteristics of Introversion / Extroversion. 5. Introvert & Extrovert Personalities in the Workplace. 6. Managing Conflict Between Introvert and Extrovert Personalities.

Date: Wednesday, August 18, 2021

Time: 10:00 a.m. Alaska / 11:00 a.m. Pacific / 12:00 p.m. Mountain / 1:00 p.m. Central / 2:00 p.m. Eastern & Atlantic Standard

Duration: 1.5 hours

How to Join: https://usfs.adobeconnect.com/cr-1000/

Call-in Number: 1-888-844-9904 Access Code: 6715754#

Hosted By: Martin M. Gutierrez (ASC)

Resilience and Personal Effectiveness

Please check out our new SharePoint site! https://usdagcc.sharepoint.com/sites/fs-cr-mhw

Restorative Justice: How to Heal, Forgive, and Move Forward in the Workplace

Learn tools and techniques to forgive, mend relationships and create a healthy and productive work environment. Negativity can hold you and your team back. Using mindfulness and resilience techniques when you’ve been wronged can help you and your team reset, recover, and move forward.

Date: Thursday, August 5, 2021

Time: 9:00 a.m. Alaska / 10:00 a.m. Pacific / 11:00 a.m. Mountain / 12:00 p.m. Central / 1:00 p.m. Eastern & Atlantic Standard
Duration: 1 hour

How to Join: https://usfs.adobeconnect.com/cr-1000/

Call-in Number: 1-888-251-2949 or 215-861-0694 Access Code: 3942641#

Please plan to join the audio through the conference line. The conference call line will open 5 minutes prior to the webinar start time.

Hosted By: Michelle Reugebrink, Work Environment & Performance Office

**Noticing Our Response to Our Stressors & Anxiety: Foundation for a Healthy and Productive Response (Part 5 of 5)**

At times like these, it can be difficult to remain calm and focused. It's easy to get caught up in fearful or worried thinking about what might happen. Stress and anxiety are a part of life, especially during these times of uncertainty—however they don't need to control you. *Can be attended as a 5-part series or individually.

Date: Thursday, August 26, 2021

Time: 10:00 a.m. Alaska / 11:00 a.m. Pacific / 12:00 p.m. Mountain / 1:00 p.m. Central / 2:00 p.m. Eastern & Atlantic Standard

Duration: 1 hour

How to Join: https://usfs.adobeconnect.com/cr-1000/

Call-in Number: 1-888-251-2949 or 215-861-0694 Access Code: 1050410#

Please plan to join the audio through the conference line. The conference call line will open 5 minutes prior to the webinar start time.

Hosted By: Michelle Reugebrink, Work Environment & Performance Office

**Training and Employee Development**

**2021 Informal Coaching Skills for Supervisors: A Lunch and Learn Workshop Series**

Join us through November (twice monthly) for our *Supervisors Lunch and Learn Workshops*. USFS Learning Coaches will lead each one-hour workshop, during which participants will gain practical tips for composed conversations, followed by practice with coaches and peers.

Register to participate in these workshops through AgLearn. Each session is limited to 24 participants per session, so sign up early! Supervisors may sign up for multiple sessions.

Upcoming Dates: August 12 & 25 | September 8 & 24

More dates & information: [2021 Lunch & Learn Workshop Series Flyer](#)

Duration: 1 hour

Time: 9:00 a.m. Alaska / 10:00 a.m. Pacific / 11:00 a.m. Mountain / 12:00 p.m. Central / 1:00 p.m. Eastern & Atlantic Standard

Registration link: [Informal Coaching Techniques for Supervisors Lunch and Learn Workshops](#)

*After logging into AgLearn, select "Enroll" for the session/s you would like to attend.*

Hosted by: WEPO-Training and Employee Development Branch (TED)
Questions or Special Accommodations: Please send an email to SM.FS.TED_SupvrDev@usda.gov

Are You Ready to Improve Your Financial Wellness?

Financial wellness is a critical aspect in our personal wellbeing because money-related stress can affect every aspect of our lives. As such, our personal and professional productivity could potentially suffer due to financial worry.

We’re happy to announce a new tool for all employees from Dmason Financial Planning. There’s no need to wait for seminars. We have self-paced, training tools in AgLearn to help you understand Federal benefits and make plans to manage and invest your money to fund the lifestyle you choose. Creating a financial plan is just one helpful offering.

What is a financial plan and how can I make one?
A financial plan creates a roadmap for your money and helps you achieve your goals. Financial planning can be done on your own or with a financial planning professional. Through financial planning, you will ask the following questions:

- Am I meeting my financial goals?
- Have I paid off credit cards or other debts that I hoped to pay off?
- Am I keeping within my budget?
- Do I have an emergency fund?
- Have I contributed the maximum amount to my TSP?

For more information about Dmason Financial Planning Tools, please visit: Dmason Financial Planning Tools site announcement. To enroll in a financial planning course, please visit: https://aglearn.usda.gov/totara/coursecatalog/courses.php

Is My Document 508 Compliant?

Electronic documents are only considered 508 Compliant when assistive technologies can provide users with the same information that's displayed visually. To learn more on creating 508 complaint documents, please visit the USDA’s Section 508 checklist for a Microsoft Word document at: https://www.ocio.usda.gov/document/section-508-checklists

Reasonable Accommodation & Personal Assistance Service Training (*Mandatory)

What: USDA assigned the following course to all Forest Service employees’ Record of Learning. One of the two courses listed below has been added to your programs tab in AgLearn:

1. **Reasonable Accommodation and Personal Assistance Services Mandatory Training for Employees.**
   -OR-
2. **Reasonable Accommodation and Personal Assistance Services Training for Supervisors/Managers.**

Note to Supervisors and Managers: Please be sure to enroll in the course. Once enrolled, the end-of-course quiz will be visible.
Due: 90 days after the assignment date (check your Record of Learning for the due date)
Questions or concerns? Please open a case through the HR Help Desk by calling (877) 372-7248 (Select Option 2 and follow prompts), or by eFax at (866) 377-4168 for further assistance.

Leading Virtually: Supervisor Training Resources

Leading in a virtual environment can be challenging. The Training and Employee Development Branch has pulled together self-paced learning resources for supervisors looking to build new skills, refine their practice, and learn tips from experts.

You can go at your own pace and at a time that is convenient. Also, choose from the modality that works best for you - we’ve included formal training courses, books, audio books, articles, and short focused videos.

Check out the list of resources here. We’ll continue updating this list as content is added to AgLearn, Percipio, and LinkedIn Learning.

Questions? Contact WEPO’s Training & Employee Development Branch (TED) SM.FS.TED.SupvrDev@usda.gov

New Employee Onboarding Video Series

The video series is available via AgLearn - Onboarding Video Series. The videos provide an overview of the Forest Service, benefits, resources, and much more. You can register for the series and receive training credit.

Questions? Please join human resources specialists to answer your questions regarding HR systems, pay, leave, benefits, and retirement. Q&A session details are in AgLearn.

Note: eAuthentication login is needed to access AgLearn. The new hire guide and onboarding checklist also have helpful resources.

Recorded Webinars

Empathy and Emotional Intelligence: Improving Effectiveness and Productivity

Recording: https://web.microsoftstream.com/video/9b0fd92e-531b-4609-bf2e-f37b97efe2c5
Playing time: 1 hour

Communication Techniques to Get You to Success

Recording: https://usfs.adobeconnect.com/psqd7bkukox1/
Playing time: 1.5 hours

Additional Tools and Resources

Caring for Your Mental Health
https://www.nimh.nih.gov/health/topics/caring-for-your-mental-health/
Post-Traumatic Stress Disorder (PTSD)
https://www.nimh.nih.gov/get-involved/education-awareness/shareable-resources-on-ptsd

Employee Assistance Program (EAP)
Visit this sharepoint site for more information on the Employee Assistance Program.

National Institute for Health (NIH) Mental Health Resources