Work Environment and Performance News
June 2021

Message from the Work Environment and Performance Office Team

June is National Safety Month, and while the Forest Service has been on a safety journey for many years, discussions around the topic have evolved significantly over time, expanding from focusing on physical safety to including psychological, social, and emotional safety. Offering trainings around topics such as inclusion, mental health, wellbeing, and resilience is one way the Forest Service promotes this type of safety for all employees. The “Elephant in the Room” training is one such offering that has gotten positive feedback from attendees, and there are many more opportunities in the newsletter below. The intent is not for all employees to attend all trainings, but to provide a menu of options so people can choose what is most relevant to them and fits into their schedules. We know plates are full, and also that this work is worth making time for. We hope you’ll participate in an event this Safety Month that resonates with you.

Elephant in the Room – Let’s talk about Suicide

As we face the epidemic of suicide, we must reach beyond what we’ve done before. We must change the way we think about, talk about and address emotional pain and suffering. Suicide is preventable – but only if we empower ourselves and each other with the necessary knowledge, tools and resources.

When: Tuesday June 15th 2:00 EST

Join the webinar via Adobe Connect: https://usfs.adobeconnect.com/dv/
Call in for best audio: (888) 844–9904 Access code: 1625330#

Comprehensive Wellbeing and Resilience Virtual Course

The Comprehensive Wellbeing and Resilience training course offers practical tools and resources to support holistic employee wellness, resilience, and work-life balance. Throughout the course, participants will engage in dialogue to build relationships, grow peer support networks, and enhance collaborative learning. The course is a 5-day commitment (3.5 hours/day) with one additional day for a 1-hour orientation. Registration is limited. More courses will be available soon.

Course objectives:
• Introduce Comprehensive Wellbeing and Resilience concepts
• Explore the three dimensions of wellness: mind, body, and spirit with the aim of enhancing one’s mental focus, physical energy, and internal alignment with their sense of purpose.
• Participants will be equipped to address their own personal needs, refocus on what’s ahead, learn to creatively turn challenges into opportunities, and help manage positive energy.
• Participants will also be able to use tools and resources to navigate through challenging times and unexpected changes by moving forward and staying energized, resilient, and motivated.

Please sign up here:
June 21- 25- https://forms.gle/KYwZEnq6gkufeuu8

Creating a Culture of Respect

Starting March 31, the Office of Civil Rights will be delivering bi-weekly training on how we can work together to create a culture of respect throughout the agency. All employees are encouraged to participate.

The training, “Creating a Culture of Respect,” examines Forest Service culture to determine what elements align with our values and help us be good stewards to land and people, and what factors get in the way of this goal. The program uses research and theory, as well as interaction and group dialogue. Participants will walk through real-life examples and scenarios to understand how to reduce harm and increase respect in the workplace. In short, this training aims to help participants identify obstacles, use their power to make effective changes, and redefine the rules for ending harassment and discrimination to make a positive difference in the workplace.

A spreadsheet of the upcoming training dates is available online. Follow the link to register for the class and save the information on your calendar. Each event is two hours in length.

Interested in Becoming a Leadership Development Coach?

The Forest Service has successfully trained coaches for more than ten years. Our internal coaching cadre helps employees at all levels achieve their personal and professional best.

We are now recruiting! WEPO’s Training & Employee Development Branch (TED) offers periodic training to develop new coaches, since so many individuals and programs benefit from Forest Service coaches.

Intended Audience: Employees GS Grades 13 and Above

To apply, complete the following online application: 2021 Learning Coach Application. Selected candidates will attend a five-day virtual training.

Application Deadline: May 18, 2021

Questions? Please contact Diane M. Wheeler, Coaching Program Manager, at 505-944-4060 or diane.m.wheeler@usda.gov.

New Employee Video Onboarding 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.

Human Resources Management Webinars

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date</th>
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<th>Connection Details</th>
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<tbody>
<tr>
<td>Time Spent Traveling</td>
<td>Thursday, June 10</td>
<td>10 a.m. to 11 a.m. (MST)</td>
<td>Adobe Connect 1-888-844-9904; Access Code: 5297213#</td>
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National Reverse Mentoring Program Accepting Applications

The National Reverse Mentoring Program is accepting mentor and protégé applications from May 1, 2021 through June 7, 2021. A fact sheet and brochure are attached to this WEPO Bulletin.

Reverse Mentoring provides more senior and established employees with opportunities to broaden their experience, expand their development goals, and cultivate new skills from junior employees. Reverse Mentoring is an excellent way to transfer new knowledge and convey the agency’s values, commitments, and expectations.

A protégé is an employee who is paired with a lower-grade mentor for the purpose of furthering the protégé’s professional development.

- Protégés are paired with a mentor one to two grade levels below their own
- Protégé and mentor partnerships are between three months to six months long
- Two to four hours per month can be devoted to reverse mentoring

Employees in grades GS-12 and above may apply to be a protégé.

Proteges in higher grades are needed and interested employees are encouraged to apply to become a protege. Mentoring is a rewarding experience that enables you to expand your leadership skills while contributing your new knowledge, guidance, and support to the protégés professional development.

For more information:
- Reverse Mentoring Program Brochure
- Reverse Mentoring Fact Sheet
- Reverse Mentoring Program SharePoint site
- For questions, contact Doralee Cumpian, Program Manager, at T&ED Mentoring Program shared mailbox.
Upcoming Webinars and Virtual Learning Opportunities

Training and Employee Development

National Supervisor Training: Creating a Positive Work Environment

Grow your supervisory skills to help navigate the unique challenges and opportunities supervisors face every day. This five-hour interactive webinar equips supervisors with knowledge, skills, and techniques to grow their performance as leaders, motivate employees, improve engagement, and get results. Participants will have the opportunity to engage with peer supervisors and explore the interdependence of skills in emotional intelligence and the role supervisors play in fostering a positive work environment. All supervisors are highly encouraged to attend one session.

Dates: Weekly sessions April through November 2021
Duration: 5 hours
Type of Session: MS Teams Webinar
AgLearn Registration: [FS National Supervisor Training 2021]
After logging into AgLearn, select "Sign-up" for the session you would like to attend.
Hosted by: WEPO-Training and Employee Development Branch (TED)
Presented By: Work Environment & Performance Office trained facilitators
Questions or Special Accommodations: Please send an email to SM.FS.TED_SupvrDev@usda.gov

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

Join us this [April - 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: June 2 & 15 | July 1, 14, & 27
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

Conflict Management and Prevention

Forgiveness – How to Let Things Go and Move On
This webinar is based on the book, “Forgive for Good” by Dr. Fred Luskin. Unresolved stress from interpersonal conflict often dampens our cognitive and compassionate capacities, making it hard to find a way to forgive. In this webinar, you will learn how to foster forgiveness at work.

**Date:** Wednesday, June 2, 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:** 1.5 hours

**How to Join:** [https://usfs.adobeconnect.com/cr-1000/](https://usfs.adobeconnect.com/cr-1000/)

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

**Hosted By:** Teresa Cordova, CMPC Manager for Region 8

**Conflict – A Fuel to Build Teams**

Conflict on a team is not necessarily a problem, it is an opportunity for endless possibilities. Join us in exploring how to use conflict to address confusing or dysfunctional processes. Research shows us that 80% of workplace conflict originates from a dysfunctional process. When teams shift their focus from positions to interests, the process is no longer a barrier as the team has the opportunity to improve how their work is completed. Our presentation will focus on using conflict to improve change management and manage workloads more effectively.

**Date:** Wednesday, June 16, 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:** 1.5 hours

**How to Join:** [https://usfs.adobeconnect.com/cr-500/](https://usfs.adobeconnect.com/cr-500/)

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

**Hosted By:** Martin M. Gutierrez, CMPC Manager for the ASC

**Resilience and Personal Effectiveness**

**The Science of Happiness to Excel and Reach Your Full Potential**

Understand why happiness at work matters. Discover how to increase happiness within yourself and across your organization to excel and reach your full potential. Hear more about research-based strategies to help you foster mindfulness, handle stress, and guard against burnout.

**Date:** Thursday, June 10, 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: 9724155#

Overflow Line: 1-888-251-2949 or 215-861-0694 Access Code: 9920530#

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 3 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, June 24, 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: 9080010#

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

Mindfulness-Based Stress Reduction: A Practice for Difficult Times

Considering the intensity of the past year, from historic wildfires to social and economic tensions to a global pandemic, it is no wonder that many of us are experiencing burnout, stress, and anxiety. The Mindfulness-Based Stress Reduction (MSBR) program is available to help you cope with a range of stressors and anxiety through a medical and science-based approach. Please join us for the upcoming MSBR series to learn way to cope with stress and improve your quality of life.

Below is a sample of the feedback from employees who recently attended an 8-week MBSR course:

“It's a chaotic and stressful world, especially now with Covid19. This course provides the tools to live in that world, even to thrive.”

“This course is wonderful and literally is changing lives through this work for the better and making the workplace more livable and helping people with severe and minor stress.”

MBSR Summer Series

Dates: Wednesdays, June 16 – August 4, 2021 (2 - 2.5 hrs. each Wednesday for 8 weeks)

Duration: 2 – 2.5 hours

Time: 7:00 a.m. Alaska / 8:00 a.m. Pacific / 9:00 a.m. Mountain / 10:00 a.m. Central / 11:00 a.m. Eastern & Atlantic Standard
We will accept registration until Friday, June 11, 2021. Please email Michelle Reugebrink michelle.reugebrink@usda.gov to be placed on a mailing list and to receive access to materials and communication during the course.

Required: Add this training manually to your individual development plan (IDP) as a goal.

Type of Session: Conference Call (More information will be provided at sign-up)

Hosted By: Michelle Reugebrink, Work Environment & Performance Office

Weekly Guided Breaks

Mindfulness Meditation is a simple, effective method that can help us be more productive and face setback with resiliency. The right side of our brain, which is responsible for creating new ideas, will increase in activity for those who meditate regularly. As a result, improved creativity, engagement, and productivity are often a result. To see the weekly guided breaks schedule, please click here.

Type of Session: Conference Call

Duration: 15 minutes

Hosted By: Michelle Reugebrink, Work Environment & Performance Office

Call-in Number: 1-888-844-9904; Passcode 5637452#

Date: Friday, June 4, 2021

Time: 8:30 a.m. Alaska / 9:30 a.m. Pacific / 10:30 a.m. Mountain / 11:30 a.m. Central / 12:30 p.m. Eastern & Atlantic Standard

Date: Monday, June 7, 2021

Time: 7:00 a.m. Alaska / 8:00 a.m. Pacific / 9:00 a.m. Mountain / 10:00 a.m. Central / 11:00 a.m. Eastern & Atlantic Standard

Date: Friday, June 18, 2021

Time: 7:00 a.m. Alaska / 8:00 a.m. Pacific / 9:00 a.m. Mountain / 10:00 a.m. Central / 11:00 a.m. Eastern & Atlantic Standard

Date: Monday, June 21, 2021

Time: 7:00 a.m. Alaska / 8:00 a.m. Pacific / 9:00 a.m. Mountain / 10:00 a.m. Central / 11:00 a.m. Eastern & Atlantic Standard

Interested in learning more about meditation and mindfulness-based stress reduction? Check out this National Institute of Health website to learn more about the scientific evidence which suggests that “mindfulness meditation—a mind-body practice which cultivates abilities to maintain focused and clear attention, and develop increased awareness of the present—may help reduce symptoms of stress, including anxiety and depression.”

Additional Tools and Resources
Information on the Employee Assistance Program (EAP)
https://usdagcc.sharepoint.com/sites/fs-osoh/Pages/EAP.aspx

National Institute for Health (NIH) Mental Health Resources