



Employee Newsletter

January 2018

THE DIRECTOR'S PERSPECTIVE



EU DIRECTOR
Dr. Leonie Mattison

Thank
you

To the fire personnel, first responders, all the women and men who fought the recent disasters with such dedication and profound expertise.

Happy January and New Year 2018 from the Employees' University!

The residents of Santa Barbara County and the surrounding areas have had a rough time since early December, responding to disaster after disaster. A big thank you to the fire personnel, first responders, and all the women and men whose dedication and profound expertise helped us to overcome with courage.

"Please think about your legacy, because you're writing it every day."
Gary Vaynerchuck

Slowly but surely things are returning to normal, as our community remains strong, resilient, and committed to each other. If you are looking for team bonding activities to help build trust and strengthen relationships among your workforce [here are 12 ideas that won't break the bank.](#)

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The Employees' University is dedicated to supporting your growth and development. If you are ready to accelerate and advance your knowledge, skills, and capabilities, [register](#) to attend an [EU instructor led class today.](#) Topics range from **Foundations of Leadership**, Business Writing, Goal Setting, Mindfulness for High Performance, Emotional Intelligence, to Career Development, and more. Check out the upcoming learning opportunities on page 3.

We are kicking off the **AEBG Passport Program on March 27th** – read about it on page 4! No matter where you are on your personalized learning journey, there is a course (or several) for you. Please [let us know](#) if you're interested in a topic that is not currently in our class schedule, as we are always looking to provide new learning opportunities relevant to you.

Cheers to an exciting year of growth and a life of learning!

Happy Learning,

Dr. Leonie Mattison, EdD. MBA

Director of Organizational Transformation and Leadership

Employee News

MONTECITO MUDSLIDE RESOURCES

Latest updates at: www.countyofsb.org including information on the Local Assistance & Recovery Center (LOC), open until February 3, 2018.

Assistance & services for mudslide victims:

<https://www.edhat.com/news/local-services-for-montecito-victims>

Ways you can help: <https://www.edhat.com/news/heres-how-you-can-help-montecito-victims>

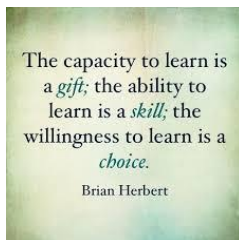


2018 NEXT: ESSENTIAL TRANSFORMATION LEADERSHIP CONFERENCE

We are incredibly excited about the upcoming **2018 NEXT: "Essential Transformation" Leadership Conference** taking place on February 23rd here in Santa Barbara. Greg McKeown, author of the New York Times bestseller, *Essentialism: The Disciplined Pursuit of Less*, will keynote this year's event. There is an amazing line up of speakers, and keynotes to help our leaders power up their leadership skills.

EMPLOYEE LEARNING SURVEY

We invite employees who have taken training at the EU to participate in an EU Learner Survey to better align our services with needs. The survey asks 10 questions about participant experiences and opinions, and is designed to be answered in 10 minutes. It can be taken anonymously, although employees may provide contact information if they are willing to be contacted for any follow-up questions. The survey results, including EU services and faculty profiles, will be published in a report available in fall 2018.



Department Profile: Workforce Development Board



The Workforce Development Board (WDB) of Santa Barbara County develops innovative workforce strategies that help businesses, individuals, and industries achieve and sustain economic vitality across all communities in Santa Barbara County. The WDB is a private/public partnership created by the Workforce Innovation and Opportunity Act legislation and is staffed by the County of Santa Barbara.

For **adult jobseekers** and for information on special programs for individuals with disabilities, war veterans, job fairs, online learning and other opportunities please contact the America's Job Centers of California at:

Santa Barbara
130 East Ortega Street
Santa Barbara, CA 93101
(805) 568-1393

Santa Maria
1410 South Broadway
Santa Maria, CA 93454
(805) 614-1550

For **youth employment** programs, please contact:

Santa Barbara
Jennifer Sell
Jennifer.sell@pathpoint.org

Santa Maria
Danielle Perez
Danielle.perez@pathpoint.org

Lompoc
Micah Manzanilla
Micah.manzanilla@pathpoint.org

The WDB is also a partner of the Santa Barbara New Roads Program.



Calendar of Events

Course Name	Date	Location	Time
Civil Treatment for Leaders (Invite Only Course)	Jan 25 (TH)	SANTA BARBARA (EU)	9 am – 4 pm
Advanced SBC Accounting (All Staff)	Jan 29 (M)	SANTA MARIA	9 am – 4 pm
Public Service: Understanding the Roles & Responsibilities of Public Employee (All Staff)	Jan 31 (W)	WEBINAR	9 am – 12 pm
Empower Retirement – Seminar: Budgeting *Please note that this is one seminar (approx. 30 minutes) offered multiple times.	Jan 31 (W)	SANTA MARIA (BOS Conf Rm)	10 am – 2 pm*
Empower Retirement – Seminar: Budgeting *Please note that this is one seminar (approx. 30 minutes) offered multiple times.	Feb 6 (TUE)	SANTA BARBARA (Planning Commission Hearing Room)	10 am – 2 pm*
New Employee Orientation (New Employee Invite Only)	Feb 7 (W)	SANTA BARBARA (EU)	8:30 am – 3:30 pm
Hiring the Right People (Supervisors & Managers)	Feb 8 (TH)	SANTA MARIA	10 am – 3 pm
Civil Treatment for Leaders (Invite Only Course)	Feb 8 (TH)	SANTA BARBARA (EU)	9 am – 4 pm
Empower Retirement – Seminar: Budgeting *Please note that this is one seminar (approx. 30 minutes) offered multiple times.	Feb 8 (TH)	LOMPOC (Public Health Conf Rm F)	10 am – 2 pm*
Empower Retirement – Individual Appointments	Feb 13 (TUE)	SANTA BARBARA (EU)	Call for appt: (800) 382-8924
Civil Treatment for Leaders (Invite Only Course)	Feb 13 (TUE)	SANTA BARBARA (EU)	9 am – 4 pm
Empower Retirement – Individual Appointments	Feb 14 (W)	LOMPOC (Public Health Conf Rm F)	Call for appt: (800) 382-8924
Empower Retirement – Individual Appointments	Feb 15 (TH)	SANTA MARIA (BOS Hearing Room)	Call for appt: (800) 382-8924
Foundations of Leadership (All Staff) 2 DAY CLASS	Feb 28 (W) & March 21 (W)	SANTA BARBARA (EU)	10 am – 3 pm
President's Day	Feb 19 THE EU will be CLOSED		
Employee Performance Review Training - AOP Review Included (Supervisors & Managers)	Feb 21 (W)	SANTA BARBARA (EU)	9 am – 12 pm
Court Practices & Terminology (All Staff)	Feb 27 (TUE)	SANTA BARBARA (EU)	9 am – 4 pm
Empower Retirement – Individual Appointments	Feb 27 (TUE)	SANTA BARBARA (Treasurer-Tax Collector Conf Rm 109)	Call for appt: (800) 382-8924
Empower Retirement – Individual Appointments	Feb 28 (W)	SANTA BARBARA (EU)	Call for appt: (800) 382-8924

More Local Learning Opportunities

Santa Barbara City College offers plenty of credit and non-credit learning opportunities, but did you know that their **Career Skills Institute** offers tuition-free classes to boost your career? Check out the **Spring 2018 schedule** for courses such as:

- Successfully Managing and Developing People
- The Art of Negotiating and Collaborating
- Innovation & Creativity
- Best Practices in Customer Service
- Project Management for Non-Project Managers
- and many more!



Allan Hancock Community Education offers non-credit classes as well. Access the schedule [here](#).



Passport Program



Have your family and friends asked you to get them a job with the County? Are you currently an extra-help, contractor, or are you filling a vacancy, but you would like to be a full-time employee? If you answered, "YES!" to either of these questions, please sign up for our workshop or share this information with your family members !

The County of Santa Barbara Human Resources Department, in collaboration with Santa Barbara City College Career Skills Institute, invites you to participate in the **Adult Education Block Grant (AEBG)**

Passport to Public Service in Paradise Program: an open access initiative designed to create a pathway for employment and career success in Santa Barbara County. It is a grant-funded project aimed at introducing the County of Santa Barbara (COSB) as an employer to community members.

The workshop will cover topics identified by recruiters such as:

What does the County look like as an Employer?
How do I apply for a County job?
What are civil service rules and civil service exams?

We will help you find your dream career and give you guidance on how to apply and prepare yourself for the job! The **last hour of the 3 hour workshop** is dedicated to answering questions, hosting **one-on-one conversations with a Recruiter**, and guiding applicants through the online application process.

The first workshop will be held on
Tuesday March 27th from 1pm-4pm
Employees' University, 267 Camino Del Remedio
Santa Barbara, CA 93110

*****Space is limited! Reserve a seat NOW!*****

Email: PassportProgram@sbcountyhr.org

or call **Amber Lloyd @ (805) 568-2822**



AEBG



We are Looking for YOUR Input!

Do you love your job? Do you love sharing what you do? We'd love to hear your story! We are looking for employees to share their experience working for the County on camera!

If you are interested in sharing your testimonial, please email PassportProgram@sbcountyhr.org or call Amber Lloyd (805) 568-2822 for more information. We look forward to hearing from you!



What we are Reading: Essentialism

Greg McKeown is a public speaker, leadership and business consultant, and author. He is the CEO of THIS, Inc., whose goal is to assist individuals and companies to spend "80 percent of their time on the vital few rather than the trivial many." In his book, *Essentialism, the Disciplined Pursuit of Less*, McKeown presents four habits to discern the essential from the non-essential, which he states is at the core to being productive rather than just busy.

1. Evaluate the trade-offs

"We just say yes because it is an easy reward, we run the risk of having to later say no to a more meaningful one." When we say yes to one thing, we say no to another. Evaluate not just your opportunities but the potential missed ones to embrace trade-offs by making them deliberately, strategically, and thoughtfully.

2. Set boundaries

"Nonessentialists tend to think of boundaries as constraints or limits, things that get in the way of their hyper productive life. To a Nonessentialist, setting boundaries is evidence of weakness. Essentialists, on the other hand, see boundaries as empowering. They recognize that boundaries protect their time from being hijacked and often free them from the burden of having to say no to things that further others' objectives instead of their own." Create rules like "I don't check work emails on the weekends," or "I don't take phone calls before 10 am." Over time, people will respect your boundaries and free up time for you to focus on the important things.

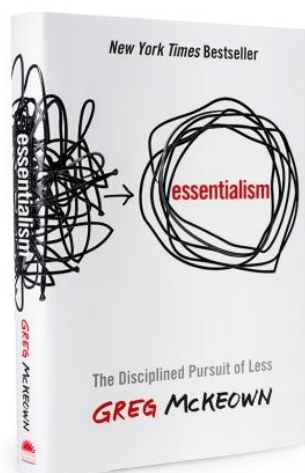
3. Dare to say "No."

"We feel guilty. We don't want to let someone down. We are worried about damaging relationships. But these emotions muddle our clarity. They distract us from the reality of the fact that either we can say no and regret it for a few minutes, or we can say yes and regret it for days, weeks, months, or even years." Be mindful of what you say no to and remember what you are saying yes to: "No, I don't want to go out after work because I want to spend time with my family."

4. Schedule time to journal

"Being a journalist of you own life will force you to stop hyper-focusing on all the minor details and see the bigger picture." Being constantly busy causes us to lose perspective. Be sure to take a few minutes daily to get the petty things down and out of the way, so that you can focus on what is important to you.

Greg McKeown will be the keynote speaker at the 2018 NEXT: Essential Transformation Leadership Conference in February.



Recap of 2017: a year of change, challenges and progress.

While January seems like it was not that long ago, the EU packed a lot of good stuff into 2017. Below is a recap of the year on all things related to cultivating a culture of learning and nurturing the mindset of our workforce. A big part of our collective cheer comes from reflecting on how far we've come over the past 12 months. Kudos to the EU staff for their hard work and dedication!

Here's a breakdown of the some key highlights from 2017:

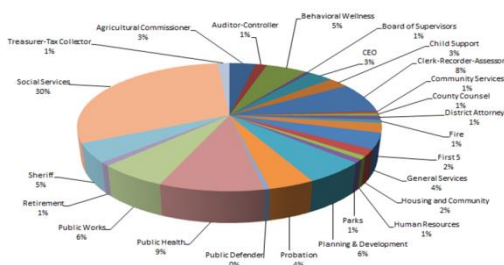
The **County of Santa Barbara workforce** is taking charge of their career growth and development via a variety of **online and instructor led learning courses**.

That's **3,143** Learning Engagement Activities completed by employees from **all 23 County departments** in 2017.

In addition **74% or 238 County Leaders** are raising the bar by completing **Civil Treatment for Leaders** training aimed at shifting the culture and creating a harmonious workplace where employees can thrive.

- ✓ We spent 4,952 total combined hours in the classroom developing 1,022 employees and supported the building up of a strong learning culture.
- ✓ We created a "**Leadership Development Model**" offering learning opportunities around four critical performance categories; *Leading Self, Leading Others, Leading County, and Leading Programs*.
- ✓ We served 74 displaced workers through the **New Roads** program. This initiative minimized the effects of the layoffs on the workers, as well as the community, by helping affected employees transition into new employment, without excessive reliance on Unemployment Benefits and other taxpayer funded assistance programs.
- ✓ We implemented the **Adult Education Block Grant (AEBG) Passport to Public Service in Paradise Program**: an open access program designed to create a pathway for employment and career success with the County of Santa Barbara (COSB.) No-cost monthly workshops aim to diffuse barriers such as confusing application procedures, unfamiliar civil service terminology and fear of testing. We will target student, low-income, unemployed, or underemployed populations.
- ✓ We established **new partnerships** with **Antioch University, Academic Partnerships and Phillip's University** and increased collaboration with Santa Barbara City College (SBCC), Allan Hancock College (AHC), key community organizations and integrated industry partners and discussed strategies for linking our dislocated workforce to existing long term sustainable employment.
- ✓ We delivered **Civil Treatment for Leaders training**, as part of our commitment to developing and maintaining a civil and respectful workplace, to **238 (74%) department heads, assistant department heads and managers**.
- ✓ We welcomed **145 or 59% of new hires** (December's orientation was rescheduled due to the Thomas Fire) through our **New Employee Orientation** program and received high satisfaction rating of 90% on participant surveys.
- ✓ We helped **306 or 96% managers in Leadership Classifications** and Executives (Assistant Department Heads and Department Heads) complete their **AB1825 Leadership Compliance Training** through our Skillsoft eLearning platform.
- ✓ We designed and facilitated 2 retreats.

EU In-Class Attendance by Department
(Year Total)



No wonder the year has gone by so quickly - we've stayed busy!