

**For:** FSA Supervisors and Managers in Washington, DC

**Diversity and Inclusion Training on Generational Differences for Supervisors and Managers**

**Approved by:** Associate Administrator for Operations and Management



**1 Diversity and Inclusion Training**

**A Background**

Office of Civil Rights has scheduled diversity training for all supervisors and managers in the Washington, DC, National Office on Thursday, January 29, 2015, from 9 a.m. until noon in Patriots Plaza III. This training will fulfill FSA’s requirement for diversity and inclusion training.

**B Purpose**

This notice provides:

- information about the diversity and inclusion training session “Impact of Generations in the Workplace for Managers”
- a direct link to register for the training.

**C Registration**

Because of space limitations and the desire to promote interaction, the training session will accommodate a maximum of 60 participants.

**Important:** Supervisors and managers are required to register for the training in AgLearn. To register, CLICK “**Register for January 29, 2015 - 9 a.m. to 12 noon**”.

On the eAuthentication Page, enter user ID and password or use LincPass (PIV), and then CLICK “**Login**”. On the Registration Page, CLICK “**Confirm**”. A “Registration Notification” e-mail will be received confirming registration.

**Note:** If unable to register through the direct link above, log into AgLearn at <http://www.aglearn.usda.gov>. On the AgLearn Home Page, in the “Search Catalog” box, ENTER “**Impact of Generations in the Workplace for Managers**”, and then CLICK “**Browse**”. Under the course title, CLICK “**View Course Dates**”, CLICK “**Register**” and then CLICK “**Confirm**”.

<b>Disposal Date</b>	<b>Distribution</b>
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### 1 Diversity and Inclusion Training (Continued)

#### C Registration (Continued)

If a registered participant needs to cancel his/her training session, access AgLearn's "To-Do List", place the cursor over the course title and a popup dialog box will be displayed. CLICK "Withdraw."

#### D Topics and Learning Objectives

The training focuses on the 5 generations currently within the workplace. Key objectives of this training session include the following:

- Understanding why it is so important to learn and understand generational differences.
- How generational differences can impact an organization.
- A review of the key influencers and characteristics of each generation.
- How generational characteristics impact lifestyle and work habits.
- Tips for effectively managing and responding to generational differences that impact workplace performance, and productivity.
- Suggestions on retention strategies for each generation.
- Explore collaborative approaches that will capitalize on the strengths of all generations.
- Discuss strategies to assure that knowledge is passed on in an inclusive, responsible and responsive way.

#### E Location

The training will be held at the Patriots Plaza III Building, 1<sup>st</sup> Floor, Auditorium B at 355 E Street, SW, Washington, DC 20024.

#### F Contact

If there are questions about this notice, contact Carl Butler, Diversity Manager, by either of the following:

- e-mail to [carl.butler@wdc.usda.gov](mailto:carl.butler@wdc.usda.gov)
- telephone at 202-720-7006.