



Latest & Greatest: Celebrating CAPS Graduates

After celebrating the ADP graduates in September 2020, the Office of Talent & Organizational Development (OTOD) is proud to announce the Spring 2021 City Accreditation Program for Supervisors (CAPS) graduation!

CONT. ON PG 2

New Supervisor Orientation:

Back and better
than ever

CONT. ON PG 4



Newest Partnership Benefits

Catch the latest benefits provided
by our learning partners

CONT. ON PG 5

- Women + Tech, DeVry
- New Grant Opportunities, Walden
- Increased Tuition Discount, UAGC

CAPS OFF TO THESE LATEST GRADS

While planning the graduation, OTOD staff took social distancing to the next level. On March 5, 2021, 29 employees who successfully completed the CAPS program were celebrated in a drive-by graduation. The graduates arrived & stayed in their vehicle for a "grab-n-go" drive-thru event, where they received certificates and party favors.

The Office of Talent & Organizational Development is proud of these graduates and is excited to see them excel in their careers.

Congratulations, Spring 2021 CAPS Graduates!



Aldwin Foster-Rettig



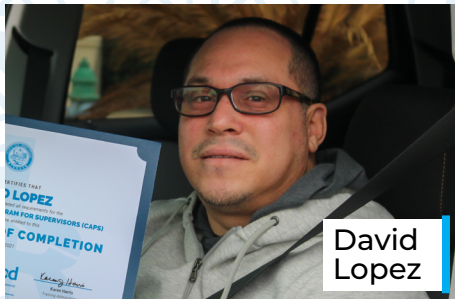
Amy Scarafile



David Conde



David Killebrew



David Lopez



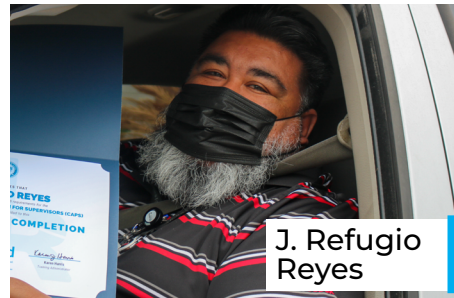
Fazal Syed



Felicia Grier



Humberto Chavez



J. Refugio Reyes



Kionnedra Johnson



Lakesha Tate



Matthew Wood



Milton Jackson



Monica Vasquez



Omar Gatica



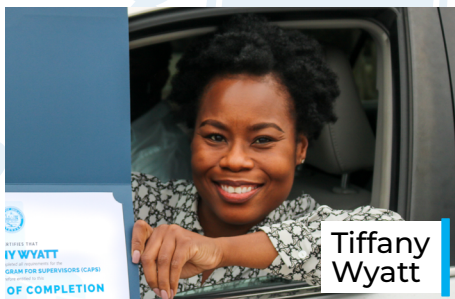
Ovidio Cavazos



Rita Zamora



Sharon Blacklock



Tiffany Wyatt

Not Pictured:
Carla Ordonez
Cheselia Dawson
Geoffory Cummings
Jerline Mason
Juan Grijalva

Kimberly Roberts
Michael Lauck
Michael Longoria
William Flowers
Wil Tomplait

GETTING TO KNOW AP 3-33

City of Houston New Supervisor Orientation

The Office of Talent & Organizational Development has recently and successfully reintroduced New Supervisor Orientation (NSO) for City of Houston Supervisors to complete in accordance with Administrative Policy 3-33. Similar to New Employee Orientation, NSO consists of 1-day of instructor-led virtual training on Microsoft Teams and multiple e-learning courses to be completed through the Talent Management System (TMS).

Larry Salazar, a Senior Trainer for the department, oversees the programming and planning of the new NSO implementation.

"It's exciting to be back supporting our employees with what we do best, providing our new supervisors with essential information about being a City supervisor. Our original orientation was designed to be 2 days of face-to-face training. When the COVID pandemic hit, we stopped due to safety preventive measures."

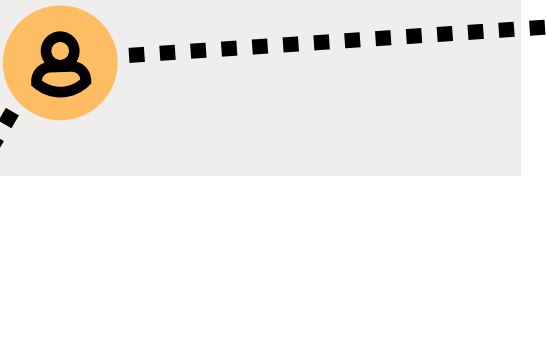
"The biggest challenge was adapting the face-to-face orientation to a virtual one. Face-to-face training originally allowed free-flowing communication between presenters and attendees. The pace of virtual sessions had to slow down to ensure clear & concise information would be communicated throughout the orientation. Also, in-person attendees receive a large amount of information during the orientation as handouts. But in a virtual environment, we had to get creative with how attendees receive such information. We definitely had to think outside the box, an aspect that we here at the Office of Talent & Organizational Development do well."

"Being able to reach our audience anywhere and everywhere via Microsoft Teams has been

the best aspect of the implementation thus far. Teams is a collaboration software that is available to anyone with internet capabilities and a smart device. This application is available on any smart platform and doesn't require attendees to have the software. This gives attendees the flexibility to attend anywhere & everywhere with the only constraints being the app itself (which is free to download) and a good internet connection. Another great aspect is the ability to provide mass amounts of information in one session. MS Teams allows for file, link, messaging, and idea sharing. Not only can the SME's provide information, but the attendees can share their knowledge and best practices. This easy exchange of information leads to an improved experience for all in the orientation. Even though the virtual session is limited on time, it allows for all questions to be asked and answered in the chat log."

"Supervisors can look forward to what we offer... relevant information needed to perform their duties & responsibilities as a City supervisor. They will be given a plethora of information, resources, and contacts to assist them during their tenure with the City. And most importantly, they will always have us, the Office of Talent & Organizational Development, as a resource for their developmental needs."

New Supervisor Orientation is for newly hired civilian supervisors and city employees promoted to a supervisory position within the City for the first time. Registration for NSO can be completed on the [Calendar of Classes](#) web page.



CHECK OUT OUR PARTNERS

Partnership Benefits

Check out the latest benefits provided by our educational partners:

DeVry University Introducing the Women + Tech Scholars Program at DeVry University

DeVry University is proud to announce the new Women+Tech Scholars Program, dedicated to helping women learn the new skills and networking connections they need to help develop their digital careers. From software development to cyber security, it's no secret that women are underrepresented in the tech industry. At DeVry University, we think it's time to change that. That's why we've designed our Women+Tech Scholars Program, beginning in the May 2021 session, with the resources you need – like mentors, early access to job opportunities and scholarships for women in tech – to help you prepare to break through in a digital field. For more information visit the [Women+Tech website](#).

Walden University New Grant Opportunities from Walden University

At Walden University, we believe in the power of education to transform lives. We offer scholarships, grants, and tuition assistance to help working professionals eliminate financial barriers, access our online degree programs and realize their higher education goals. To thank the City of Houston for partnering with us we are offering Grants of \$3000 to \$5000 for programs in all our colleges, a 50% reduction for several of our graduate certificates, and a FREE first course for several of our teaching courses.. Utilize TEMPO programs that allow students to avoid Classroom Attendance and go at their own pace which can reduce cost and time to complete your degree. Visit the [Walden Partner Portal](#) for more information.

The University of Arizona Global Campus Increased Tuition Savings at The University of Arizona Global Campus


Would a degree change you?

All eligible City of Houston employees receive:




- 40% Tuition Savings
- Required Online Course Materials Waiver
- Prior Learning Assessment Fee Waiver
- Family Benefits

Now Offering Virtual Presentations:

- Seeking a Criminal Justice, Business, Technology, or Healthcare-related degree?
- Are you looking to make a career change?
- Have Transfer Credits or Want General Information?



SCAN ME



Learn more at [SUCCESS.UAGC.EDU/CITYOFHOUSTON](#)

These partnerships benefit all City employees in achieving educational goals within their career appropriate professions. View our latest [brochure](#) highlighting all current partnership benefits for City of Houston employees.

Any Questions?

Would you like to know more about any of the City of Houston partnerships? Contact a representative today by calling (832) 395-4900 or email HROrganizationalDevelopmentTeam@houston.tx.gov.



UPCOMING 2021-22 HEAR CYCLE



Information related to the upcoming 2021-22 HEAR cycle is here! Whether you are familiar with or new to the City of Houston's HEAR cycle, a quick refresh of what's to come during the assessment process is provided below for all employees.

The 2021-2022 HEAR cycle will start with the plan creation process this summer. Employees must have plans activated in July; supervisors/managers' plans must be activated in August.

Your Role in HEAR

At least four people are involved in the HEAR process: the employee, the supervisor, the reviewing authority, and the department director. To create HEAR plans, the supervisor/manager coordinates with the employee and the reviewing authority to develop SMART goals and select behavioral factors based on the department goals and objectives developed by the department director.

Descriptions of each role:

Employees

- Suggest, discuss, and accept SMART goals and behavioral factors on the plan formed during the planning session
- Review and sign the HEAR plan
- Provide input to supervisor/manager on their achievements
- Be open to feedback and follow through on development and growth suggestions
- Review and sign the HEAR assessment

Supervisors

- Complete the HEAR process according to [AP 3-20](#)
- Ensure objective rating criteria by developing SMART goals and behavioral factors, which are aligned with the department strategic goals
- Prepare and discuss the HEAR plan with the employee
- Provide feedback at least twice a year using the plan as a basis for the HEAR assessment
- Maintain complete documentation on employee performance
- Take appropriate steps to maintain effective levels of performance (including coaching, counseling, training, etc.)
- Identify professional growth and development opportunities
- Keep current on HEAR training
- Meet at least twice a year with reviewing authority to discuss HEAR progress

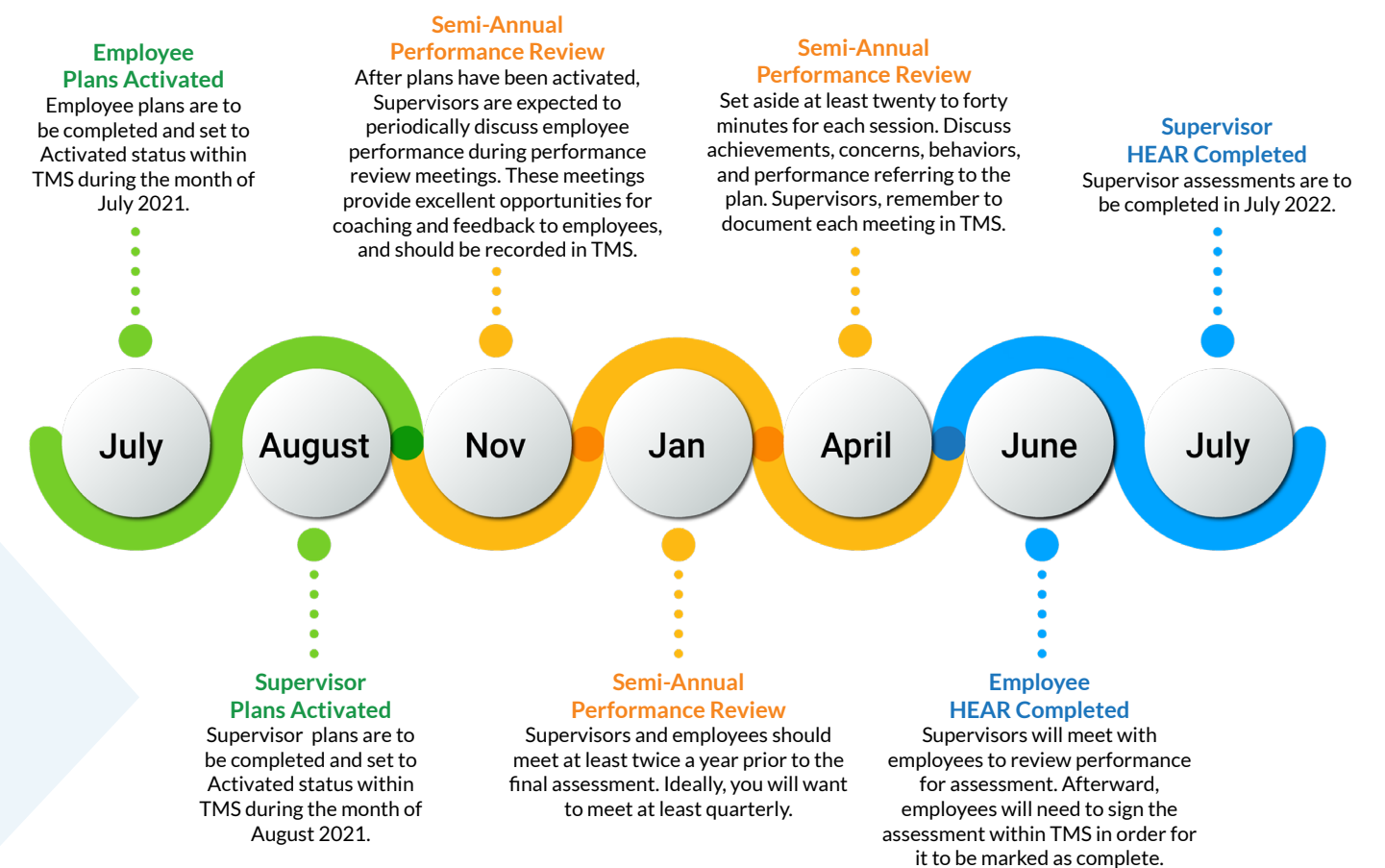
Reviewing Authorities

- Ensure goals and behavioral factors are objective by following the SMART criteria
- Standardize weights and ratings when and where appropriate
- Address and resolve any concerns about weights and/or ratings with the supervisor
- Verify that the supervisor's documentation supports the rating or weight; if not, propose an appropriate rating or weight for the supervisor's consideration.
- Work with the supervisor to reach an agreement before the employee receives the plan or assessment.
- Keep current on HEAR training
- Meet at least twice a year with supervisors to discuss HEARs

Department Directors

- Establish strategic departmental goals and objectives each year to be used as a baseline for alignment with division and employee goals
- Ensure departmental compliance with the objectives and procedures of the HEAR process

2021-22 HEAR Cycle Timeline



Wrapping Up 2020-21 HEAR Assessments

Last year's HEAR cycle was delayed due to COVID-19. Any 2020-21 HEAR plans that are in "Draft, Activated, or Pending Approval" status must have their assessments completed in Fall 2021. Employee assessments must be completed in September and Supervisor assessments must be completed in October. For guidelines, AP 3-20 and more information about the HEAR process visit www.houstontx.gov/hr/cohhear.

KEEP UP WITH US

Upcoming Events

Stay up-to-date with all of the Office of Talent & Organizational Development's upcoming events. Registration information for each event/class will be sent out via email when available.



Virtual Education Summit & Expo

Thursday, May 13, 2021

During this session our strategic educational partners will answer questions and offer realistic tips and guidance for your plans to pursue a higher education. This is a complimentary virtual opportunity for all City employees. [Register](#) now to attend!

DeVryWORKS

DeVry Works! Professional Growth Live Webinar: Enhance Outcomes with Strong Communications

Tuesday, May 18, 2021

Discover the difference effective written and verbal communication can make in the workplace. Explore practical exercises to help you enhance your skills and become a better listener, too. Interested in joining this webinar? [Registration](#) is available. Sign up today!



Virtual New Employee Orientation

Wednesday, May 19, 2021

All newly hired civilian employees, or those rehired and have not successfully completed an HR sponsored new employee orientation within the twelve months prior to the rehire date, are required to attend. An [orientation calendar](#) can be found on our department's website.

WALDEN UNIVERSITY

Walden Live Virtual Class 6: Diversity & Inclusion in Action for Managers/Supervisors

Tuesday, May 25, 2021

Each live-event in this manager series will be a session on topics in relation to goals outlined in the diversity and inclusion initiative. An [online calendar](#) with all upcoming classes is available.



Virtual New Employee Orientation

Wednesday, June 2, 2021

All newly hired civilian employees, or those rehired and have not successfully completed an HR sponsored new employee orientation within the twelve months prior to the rehire date, are required to attend. An [orientation calendar](#) can be found on our department's website.



Virtual New Supervisor Orientation

Monday, June 7, 2021

New Supervisor Orientation is a program developed by the Human Resources Department to provide new supervisors with relevant information in accordance with City of Houston Administrative Policy 3-33. An [orientation calendar](#) can be found on our department's website.



Virtual New Employee Orientation

Wednesday, June 16, 2021

All newly hired civilian employees, or those rehired and have not successfully completed an HR sponsored new employee orientation within the twelve months prior to the rehire date, are required to attend. An [orientation calendar](#) can be found on our department's website.



Virtual New Employee Orientation

Wednesday, July 7, 2021

All newly hired civilian employees, or those rehired and have not successfully completed an HR sponsored new employee orientation within the twelve months prior to the rehire date, are required to attend. An [orientation calendar](#) can be found on our department's



Virtual New Supervisor Orientation

Monday, July 12, 2021

New Supervisor Orientation is a program developed by the Human Resources Department to provide new supervisors with relevant information in accordance with City of Houston Administrative Policy 3-33. An [orientation calendar](#) can be found on our department's website.



Virtual New Employee Orientation

Wednesday, July 21, 2021

All newly hired civilian employees, or those rehired and have not successfully completed an HR sponsored new employee orientation within the twelve months prior to the rehire date, are required to attend. An [orientation calendar](#) can be found on our department's



Virtual New Employee Orientation

Wednesday, August 4, 2021

All newly hired civilian employees, or those rehired and have not successfully completed an HR sponsored new employee orientation within the twelve months prior to the rehire date, are required to attend. An [orientation calendar](#) can be found on our department's