



City of Cambridge

O-12

IN CITY COUNCIL

December 16, 2002

COUNCILLOR SIMMONS
VICE MAYOR DAVIS
COUNCILLOR DECKER
COUNCILLOR GALLUCCIO
COUNCILLOR MAHER
COUNCILLOR MURPHY
COUNCILLOR REEVES
MAYOR SULLIVAN
COUNCILLOR TOOMEY

ORDERED: That the City Council hereby refers the issue of the City's diversity training to the Finance Committee and Civic Unity Committee for a joint meeting, presentation and discussion.

In City Council December 16, 2002.

Adopted by the affirmative vote of nine members.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

A handwritten signature in black ink that reads "D. Margaret Drury". The signature is written in a cursive style.

D. Margaret Drury
City Clerk



2.

CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager

Richard C. Rossi, Deputy City Manager

December 12, 2002

To The Honorable, The City Council:

In response to Awaiting Report Item No. 02-101, regarding a report on diversity training provided to City Employees, Personnel Director Michael Gardner reports the following:

The City has contracted with Judith Kaye Training & Consulting since 1998 to develop and provide baseline diversity training to all employees. It is mandatory for new hires to attend diversity training within the first year of employment with the City, so we offer at least four training sessions per year, and usually provide more than that. The objectives of these sessions are to:

- Provide basic skills training to help employees function in a diverse workforce
- Increase awareness of how basic assumptions and values affect interactions with others and the delivery of service to a diverse community
- Examine concepts of bias, stereotyping, and discrimination and understand how they impact all employees personally and professionally
- Develop understanding of the benefit of being part of a diverse workforce.

The training sessions are typically made up of ten to twenty employees, and are approximately four hours in length. Every effort is made to ensure each group has a diverse mix of participants in terms of race, gender, department, collective bargaining unit, and type of work. Attached are copies of the training materials used in each session.

Additional training events in the area of diversity have also been offered, including "Workplace Diversity" and "Communicating about Difference". Some departments have requested department specific sessions, most notably after September 11. The City's Employee Assistance program conducted programs for those departments on cultural sensitivity and navigating change as well as stress management at that time. The Personnel Department and the Department of Human Services have collaborated with a consultant to develop and implement a supervisory development program, which emphasizes the need for supervisors to be mindful of the diversity of employees especially in the areas of communication and team building. The Manager of Training and Staff Development for the City of Cambridge, in an effort to underscore the value of diversity in the workplace while at the same time examining biases and

Consent Agenda #1

**Awaiting Report Item Number
02-101**, regarding a report on
diversity training provided to
City employees.

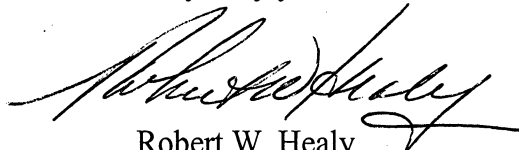
In City Council December 16, 2002

**PLACED ON FILE.
ORDER ADOPTED.
SEE ORDER #12.**

The Honorable, The City Council
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how to change them, is working closely with several department managers to develop and deliver diversity awareness training sessions. The Effective Communication and Team Building Training programs are specifically designed to help individuals recognize, appreciate, value and utilize the unique talents and contributions of their fellow employees. Additionally, the City's Committee on Employee Diversity sponsors several programs throughout the year that City employees are encouraged to attend. These programs highlight and celebrate an assortment of ethnic groups and lifestyles among City employees.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy", written in a cursive style.

Robert W. Healy
City Manager

RWH/mec

S-376

Consent Agenda #2

Awaiting Report Item Number

02-101, regarding a report on
diversity training provided to
City employees.

In City Council December 16, 2002

**PLACED ON FILE.
ORDER ADOPTED.
SEE ORDER #12.**