



connections

DAS HUMAN RESOURCE BUSINESS CENTER

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State HR professionals feel safer with training

Workplace violence has no place in Connecticut. That was the message given during the recent pilot training session for human resources professionals at the State Capitol. Claire M. Nolin, director of the Organizational and Staff Development Unit at the Office of Policy and Management, and Frank E. Rudewicz, head of the New England Offices of Decision Strategies/Fairfax International, along with the Department of Administrative Services, hosted a two-day session on workplace violence prevention. The course was designed to review and explain the *Violence in the Workplace Policy and Procedures Manual for Human Resource Professionals* and Executive Order 16 issued by the Governor's Office stating "...violence or the threat of violence by or against any employee of the State of Connecticut or member of the public in the workplace is unacceptable..." The session addressed the steps necessary for HR professionals to be



Attendees play the learning game, "In Pursuit of Review" to help study for the final exam for Workplace Violence Prevention Training.

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Lawson leaves DAS

Tina Lawson, DAS' director of Human Resources, left in October for a position with the Department of Environmental Protection (DEP). In her new role, she will be evaluating processes and systems to make recommendations on future organizational opportunities, including developing new standards related to DEP's overall human resources management program.

"I regret leaving the dedicated and talented staff at DAS, but the position at DEP is a great opportunity. I believe I will be able to effect meaningful change," Lawson said.

In a statement to DEP staff, Commissioner Arthur J. Rocque Jr. said, "Tina is also well known to many of you having served as Financial and Administrative Bureau chief until a few years ago and has unique credentials to assist in this effort. With your cooperation in this endeavor, I am confident that we will produce the best recommendations for improvement, benefiting both the employees and the citizens that we serve."

DAS Commissioner Barbara Waters agreed, "Tina is a true professional who will be missed by all of us who worked with her. I know she will bring that same dedication and energy to DEP."

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Powering up careers statewide

Have you heard about CareerPower? Well it's catching on. CareerPower, a pilot program at the Department of Administrative Services for the past year, instructs employees on how to take control of their careers. "A popular misconception is that someone else is managing an employee's career," said Program Coordinator Nina Davit.

Throughout the yearlong process, other agencies have heard about, and expressed an interest in CareerPower. Davit explained that the program's main goal was to educate DAS employees, but



CareerPowerful. From l to r: Cheryl Sawina, Nina Davit, Marilyn Greist, and Merrily Moynihan

HRBC sees 20/20

What's a DAS 20? "Any time a manager makes a change to an employee's position, whether it's a transfer, notice to refill a position, or establish a position, a DAS 20 must be filed," said Lina Simonu of HRBC. She went on to say that there isn't necessarily a lot of paperwork that goes along with these changes, but sometimes not everyone is properly notified.

"The automated form is now electronically sent through the proper approval process so that no one is left out of the loop."

This is no longer the case. Working with MIS' Doug Belli, HRBC has automated the DAS 20 by putting it into electronic form. Managers who need to file DAS 20s can locate the form on the DAS Intranet. "The automated form is now electronically sent through the proper approval process so that no one is left out of the loop," said Simonu.

With the previous approval process, HR had to phone everyone involved making sure they knew about the upcoming changes. "It could easily escalate into confusion when someone didn't know a position was being changed or modified," said Simonu. HR expects these automated forms to be very timesaving and give a longer window of opportunity to make financial and funding changes when necessary.

because there was so much interest from other agencies, an informational session was given by Marilyn Greist. "It's great to see that other Connecticut agencies are interested in CareerPower," said Greist. "It shows that you are committed to your employees and that you realize that a happy employee is a productive employee."

Agencies in attendance included: Department of Motor Vehicles, Office of Policy and Management, UConn, Department of Mental Retardation, and the Office of Emergency Management.

If you have interest in the program, please contact Nina Davit at (860) 713-5248 or Merrily Moynihan at (860) 713-5047.

Official Memoranda

- 99-019** General Letter 226
Promotion by Reclassification
- 99-018** Phase in PARS
- 99-017** Salary Increases
- 99-016** Effective Date of Promotion to Target Class

For more information on these memoranda, visit the DAS website at:
<http://www.das.state.ct.us/HR/om/bhrndir.htm>

**Communication
is key to
success**

An article from the October issue of *HRBriefing*

Almost every sphere of professional and business life involves motivating clients and colleagues, and yet the critical abilities to influence and communicate are rarely taught, according to renowned psychologist Dr. Howard J. Rankin.

In his new book, *Power Talk: The Art of Effective Communication* (Step Wise Press), Rankin argues that communication skills are the most important professional asset because without them an executive cannot motivate or exert influence.

“The biggest communication mistake is to ignore the listener’s needs and indulge in egocentric communication,” says Rankin.

For more information on business communications, contact Dr. Rankin by e-mail at DRHRankin@aol.com or by phone at 888-842-7797.

Chapter I : Human Resources

The Connecticut Chapter of International Personnel Management Association (IPMA) is an active chapter which provides its members with a variety of programs and events to stimulate professional development and knowledge. The Connecticut Chapter also reaches out to the community to support those in need. In the past years, the chapter has supported such charities as the children’s home of Cromwell, American Juvenile Diabetes Association, the Friendship Center of New Britain, and the American Lung Association.



participant on a committee, members are provided with an excellent opportunity to expand their network of contacts in the human resource field and to make a valuable contribution to the success of the program.

IPMA provides members with an excellent opportunity to meet people who share similar professional interests.

As an active chapter member, participants will be exposed to new ideas and innovations in the field of human resources management and will be better prepared to meet the challenges of the rapidly changing profession of human resources. Because IPMA is a not-for-profit organization, professional development programs are presented at minimal cost to members.

In addition to attending events, members can join various committees, including: program, special events, scholarship, membership, and newsletter. As a

DAS visits the first state

by Nina Davit

The National Association for Government Training and Development (NAGTAD) held its annual conference this year in Wilmington, Delaware. The conference is an opportunity for training and development professionals from government to come together and share resources, ideas, and discuss issues pertinent to their field. The theme for this year’s conference was “Building Skills for the Millennium.”

The State of Connecticut was represented at the conference by DAS’ Nina Davit. Her presentation included an overview of DAS’ career development initiative and a demonstration of activities developed by DAS’ CareerPower team. DAS’ career development initiative, CareerPower, offers employees a learning experience, which helps them define their values, strengths, reputation, environment, and opportunities.

The result so far has been that over 140 employees at DAS have taken the first steps toward becoming a flexible workforce ready to identify the needs of the DAS. She demonstrated to the group how DAS’ efforts to help employees identify their skills and expectations for a career gave them the insight and confidence to participate in the overall work of the agency. In organization development lingo, this is called “empowerment.”

“I thoroughly enjoyed the experience of presenting for this conference,” said Davit. “The participants were genuinely excited about what we have been doing here at DAS and I have been invited to repeat the presentation in several locations, including Iowa. I look forward to participating with NAGTAD over the next year and am eager to learn about employee development projects occurring in other states.”

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familiar with when handling workplace incidents.

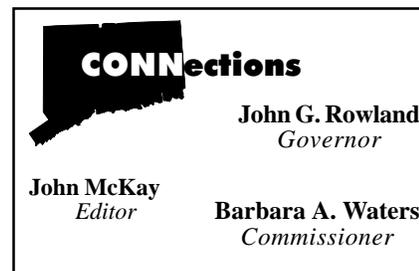
After the initial introductions, Rudewicz reviewed the HARM model - the typical warning signs of increasing levels of aggressive behavior. They include Harassment, Aggression, Rage, and Mayhem. "It's important to recognize the signs," said Rudewicz. "It starts with behavior that may or may not cause harm or discomfort for others, but is generally inappropriate in the workplace, to the violent destruction of people or property." Rudewicz was able to give concrete examples of how, and how not, to handle specific incidences.

Nolin then discussed the response procedures that state human resources professionals need to know when faced with the aftermath of workplace violence, including: beginning investigations, the formation of Threat Assessment Teams, and disciplinary actions. HR professional David Krayeski said, "The mix of presenters really brought legitimacy to the material and helped reinforce the seriousness of this issue in the workplace."

With Nolin's and Rudewicz's guidance, the class participated in several interactive discussions including various scenarios giving examples of intervention, crisis

development models, and discussing staff attitudes towards work and each other. "An added feature of the training session," stated DAS' Cathy Bysiewicz-Cluen, "is that HR managers have an opportunity to share their agencies' problems, and experience solutions for ensuring a safe work environment." The session ended with a game called "In Pursuit of Review," which enabled participants to team up and prepare for the post-test. "The game was a fun and effective way to go over what we had learned during the workshop, and helped us breeze through the test," stated DAS' Cheryl Sawina.

If you have questions on the program or would like to register for a class, please contact DAS' Lorraine Lombardi at (860) 713-5040 by November 30, 1999.



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