

# HR Monthly Newsletter



OCTOBER 2024



## Blue Cross Virtual Well-Being

Blue Cross Virtual Well-Being provides 30-minute live webinars on a different topic each week. They also host weekly guided meditations. Upcoming webinar topics include Breast Cancer Awareness - Knowledge is Power, Sweeten Your Knowledge About Sugar & Men's Health Perspective with Efe Scott-Emuakpor. [Register here!](#)



RSVP

10 Spots left!

## INTERGENERATIONAL TEAMWORK

THURSDAY, OCTOBER 24  
9:00AM-12:00PM  
ROOM A010, YAMASAKI BUILDING

Join us for a live, in-person training. All staff & faculty are invited to attend.

This course will provide a better understanding of the generational differences in the workplace. Participants will learn how to maximize relationships and build on strengths across generations.



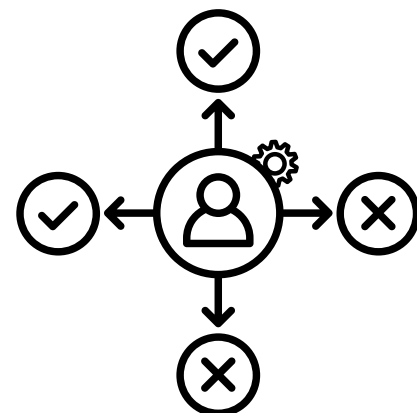
[RSVP Today!](#) Complete this [Google Form](#) by October 3rd to secure your spot.

<https://forms.gle/9KS5EeRCP54L7eRA>

## Decision Matrices at CCS

Over the past few months, several departments have completed Decision Matrices. There is a three-phase rollout that started at the end of the last quarter of FY24. These matrices help promote clarity and transparency around the decision making processes.

All of the current completed decision matrices can be found on the [HR Campus Office](#) page. Visit this page to also review FAQ's about decision matrices.



# FRIGHTS & FUN FACTS – DETROIT'S MOST HAUNTED LOCATIONS



Did you know that our beloved city, home to CCS, has an intriguing history of ghostly sightings and eerie legends? According to [Visit Detroit](#), these eight locations are considered by locals to be the most haunted in the city!



- The Leland Hotel/Leland City Club
- The Whitney
- Elmwood Cemetery
- Detroit Public Library
- Abick's Bar
- Detroit Urban Artifacts
- Historic Fort Wayne
- Redford Theatre



## Tip of the Month: Practice Self-Compassion

Brought to you by Mental Health First Aid

As you support others through their mental health challenges, it's important to remember that your own wellbeing matters too. One effective way to take care of yourself is by practicing self-compassion. This means treating yourself with the same kindness and understanding that you would offer to a good friend.

### Here's how to practice self-compassion:

1. **Acknowledge your feelings:** When you're feeling overwhelmed or stressed, take a moment to recognize your emotions without judgment. It's OK to feel this way, and it's a natural part of being human.
2. **Speak kindly to yourself:** Notice your inner dialogue and replace self-critical thoughts with affirming and supportive ones. For instance, instead of thinking, "I'm not doing enough," try, "I'm doing my best, and that's enough."
3. **Take mindful breaks:** Set aside time each day for activities that help you recharge and center yourself. Whether that means taking a short walk, deep breathing, or a few moments of quiet reflection, these breaks can help reduce stress and boost your resilience.
4. **Seek support:** Don't hesitate to reach out to others when you need help. Just as you support those around you, allow yourself the same privilege. Talking with a trusted friend, mentor or counselor can provide valuable perspective and comfort.

I matter

## Learning to Unlearn: A Revolutionary Way to Disrupt Bias



 LinkedIn · By: Natasha Bowman

4.6 ★★★★★ (142) · 5,613 learners

Reflecting on your own personal biases is necessary, but far from easy. In this LinkedIn learning course, instructor Natasha Bowman outlines a practical, easy-to-use framework to help you get started reflecting on your biases to disrupt harmful biases in meaningful and measurable ways.

Check out [this](#) and other valuable training courses through LinkedIn Learning!

# Etiquette for Meetings: 7 Rules You Should Follow

Brought to you by Nobo

Here are the most important meeting etiquette rules that you should consider following:

## 1. Be on time

Being on time is the most basic rule of etiquette when it comes to meetings. Arriving late is not only disrespectful to the other attendees, but it also disrupts the flow of the meeting. Plan to arrive at least five minutes early so you can get settled and prepared.

## 2. Come prepared

Before the meeting, make sure you have everything you need, such as notes, reports, or other relevant documents. Consider using a mini whiteboard notepad for jotting down ideas and notes as a paperless eco-friendly choice. If there's an agenda or pre-reading materials, make sure to review them before the meeting. Being prepared shows that you respect the other participants' time and effort.

## 3. Turn off your phone

A ringing phone or a notification sound can be very distracting, and it can disrupt the meeting's flow. Turn off your phone or put it on silent mode before the meeting starts.

## 4. Listen actively

Active listening is essential in any meeting. It means paying attention to what others are saying, asking questions, and providing feedback. Active listening shows that you value others' opinions and ideas.

## 5. Speak respectfully

When you speak during a meeting, speak clearly and concisely. Avoid using jargon or technical terms that others might not understand. Also, be mindful of your tone of voice and body language. Speak respectfully and avoid interrupting others or talking over them. If you disagree with someone, express your opinion politely and respectfully.

## 6. Stay on topic and on time

Going off-topic can waste time, and it can be frustrating for the other meeting attendees. Staying on topic helps to stick to the set time limit of the meeting. Going over the time limit can disturb people's schedules and create frustration. If the meeting is running over, suggest wrapping up and scheduling another follow-up session.

## 7. Follow up after the meeting

After the meeting, follow up with the participants to summarize what was discussed, what decisions were made, and what actions need to be taken. If there were any action items assigned to you, make sure to complete them on time. Following up after the meeting ensures that everyone is on the same page and that progress is being made.

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We want your feedback!

<https://forms.gle/d5MGAcrc72GwHtxg9>

Be featured in the Employee Spotlight!

<https://forms.gle/d5MGAcrc72GwHtxg9>

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## How Can We Help?

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