

## City of Fort Bragg

### Introduction to DEI Through the Lens of Cultural Intelligence Training

CPS HR Consulting (CPS HR) has been delivering high-quality training and learning experiences since 2005 to public sector employees. We create relevant and interactive curriculum that is topical and designed for public sector environments and situations to build awareness, increase understanding, and influence positive workplace behaviors.

For the City of Fort Bragg, CPS HR can deliver a two-hour training course on Introduction to DEI Through the Lens of Cultural Intelligence which includes unconscious bias. This live virtual, instructor-led course is designed to build a foundational understanding of Diversity, Equity and Inclusion, impart why it is important in today's workplaces, and create constructive dialogue around how to foster a respectful workplace. We can use our online training platform or yours.

This particular content is best delivered in a group training setting for up to 20 people per session. This format enables engagement and interactivity for a topic that can be both sensitive and thought provoking. Our training approach creates a safe environment that meets participants where they are and introduces new concepts in a way that allows them to explore different ways of thinking without judgment. For your staff of 55 employees, we recommend holding three (3) training sessions at various dates/times that accommodate staff schedules. The dates and times will be determined based on optimal scheduling for the City's staff.

CPS HR will provide an experienced and knowledgeable instructor, course materials, the training platform if desired, and the course evaluation.

The course outline, instructor bio, and pricing are below.

#### Contacts

##### City of Fort Bragg

Juli Mortensen, CGHR-CP, SPHR, SHRM-SCP,  
IPMA-SCP

Human Resources Analyst

O: 707-961-2823 ext. 105

E: [JMortensen@fortbragg.com](mailto:JMortensen@fortbragg.com)

##### CPS HR Consulting

Melissa Asher

Training Director

O: (916) 471-3358

E: [masher@cpshr.us](mailto:masher@cpshr.us)

## Course Outline

### Introduction to DEI Through the Lens of Cultural Intelligence

#### 2-hour Course

1. Welcome and Introduction – Establishing the Learning and Education Ground Rules
2. Identifying Our “Why”
  - a. California in the 21 Century – Most Diverse State in the Union
    - i. Fort Bragg diversity landscape
  - b. “Majority-Minority” State – Operational and Programmatic Impact
  - c. “Have To” vs. “Get To” – Opportunity to Create a Flagship Public Agency
3. Adoption of a **New Language** to Effectively Create a New Way of Being in the Workplace
  - a. Why Embrace a New Language When Addressing Issues of Diversity, Inclusion and Cultural Intelligence
  - b. Political History of “Diversity” as a “Term of Art”
  - c. Judgement-Free Language (Explanation Why)
    - i. Effective and Not Effective
    - ii. World View
    - iii. Race
    - iv. Ethnicity
    - v. Diversity
    - vi. Inclusion
    - vii. Equity
    - viii. Cultural Awareness
    - ix. Cultural Intelligence
    - x. Unconscious Bias
4. Introduction to Unconscious Bias
  - a. What Is It and How Does It Impact Our Daily Lives
  - b. Unconscious Bias vs Unlawful Discrimination
  - c. Impact of Unconscious Bias in the Workplace
  - d. Solutions to Address Unconscious Bias in the Workplace
5. Cultural Intelligence
  - a. Understanding Acknowledgement vs. Agreement
  - b. How Can It Positively Impact the Workplace – Adopting New Ways of Being
  - c. Operationalizing Cultural Intelligence
6. Now What – How to Create Sustainable Change
  - a. Marathon vs. Sprint
  - b. Become Comfortable Being Uncomfortable
  - c. Transactional vs. Transformational Work
7. How to Manage Healthy Conflict in the Workplace
  - a. Conflict is Coming – Don’t Panic
  - b. Being “Right” vs. Being “Successful”
8. Wrap Up and Questions and Answers

## Instructor Bio

### Jacques S. Whitfield, JD

Mr. Whitfield is a seasoned Human Resources Executive with almost 20 years of experience in human resources management. He recently completed a six-year tenure as the Chief Human Resources Officer for the Yuba Community College District. He was responsible for the management and oversight of the human resources operations for the district and is credited with revitalizing and streamlining the Human Resource Operations. He is a subject matter expert in performance management, employee engagement, DEI, and state and federal EEO compliance matters. He is highly accomplished in successfully working with others to develop professional skills and improve employee effectiveness through training and development. He is a member of ACCCA (Association for California Community College Administrators), ACHRO (Association of Chief Human Resource Officers), and a graduate of the ACCCA Mentor Program and ACCCA Admin 101. He is a frequent speaker, trainer and presenter.

#### Employment History

- Senior Consultant, Recruitment Solutions, CPS HR Consulting
- Chief Human Resources Officer, Yuba Community College District
- Adjunct Professor, School of Education, California State University, Sacramento
- Managing Partner, The Sterling Group, Ltd
- Director of Administrative Services and Strategic Planning, Target Excellence
- District General Counsel/Associate Superintendent, Grant Joint Union High School District

#### Professional Experience

- Seasoned HR Executive and subject matter expert in the areas of labor and employment, labor relations, collective bargaining, DEI, state and federal EEO compliance
- Expertise in quarterbacking personnel investigations arising from harassment and discrimination complaints to eliminate potentially hostile work environments and liability for employers.
- Created and presented effective workshops to train employees on everything from effective performance management, EEO and nondiscrimination best practices, diversity and cultural competency in the workplace, effective communication of difficult information, conflict resolution strategies and exemplary customer service.
- Taught graduate level classes in educational leadership for K-12 and Community college administrators.

#### Education

- J.D., University of North Carolina, Chapel Hill, NC
- B.A., History, Wake Forest University, Winston-Salem, NC

#### Professional Organizations and Affiliations

- Society of Human Resources Management (SHRM)
- Association of Chief Human Resource Officers
- Association of California Community College Administrators



## Pricing

The price to deliver one 2-hour training session for up to 20 participants on Introduction to DEI Through the Lens of Cultural Intelligence is \$950. The total for three sessions to train our entire staff is \$2,850.

Intro to DEI Through the Lens of Cultural Intelligence	Max. Class Size	# of Sessions	Price/Session	Extended Total*
2-hour Course	20	Up to 3	\$950	\$2,850

\*NOTE: Total costs are estimated based on assumptions of total number of sessions.

## Cancellation Policy

If the agency cancels the above program at least 10-business days prior to the start date of the class, no charges will be incurred. If special materials have been developed or purchased for the above class, the agency may be charged for the instructor's development and/or the cost of the materials. Cancellations made less than 10-business days prior to the start date of the class will be charged the full amount.

## Ownership

CPS HR retains all right, title, and interest in and to all training materials, testing, or assessment products, inventions (patentable or otherwise), discoveries, improvements, copyrightable works, and any other media, materials, or other objects produced as a result of CPS HR's work, or delivered by CPS HR in the course of performing that work (collectively, "Work Product") which CPS HR creates in connection with its performance of Services hereunder.