



**Q: I am a Supervisor/Manager/People Leader, how can I request a training for my team?**

A: We encourage all Metro leaders/supervisors to attend the Supervisor version of *The Way We Work Together* **before** requesting to schedule a training for their non-supervisory staff. Once leaders have completed the training, they can work with the Learning & Development Team to schedule a training for their staff. If you are a people leader at Metro (i.e., manager, supervisor, director, chief), please go to [NeoGov Learn](#) and enroll in an upcoming course. Space is limited, additional supervisor trainings courses coming soon.

The Learning & Development Team is looking to partner with Division & Section Leaders to bring *The Way We Work Together: All Staff* training to non-supervisory employees across Metro. **Given our team's current training capacity, in-person trainings will be prioritized for frontline employees without regular access to computers.** Online and eLearning opportunities will be available for employees with regular access to a computer. If you are interested in bringing *The Way We Work Together: All Staff* course to your team, please fill out this [Intake Form](#).

**Q: What do you mean when you say this is a mandatory training?**

A: All King County employees are required to take a human resource (HR) approved training that covers the King County's policy on Non-Discrimination, Anti-Harassment & Inappropriate Conduct. Employees with frequent access to computers may have already taken the training called [Harassment Prevention for Employees](#) in NeoGov Learn in 2021. *The Way We Work Together* is a new Metro-developed training that covers this policy AND promotes healthy workplace culture.

Employees who have not taken the *Harassment Prevention for Employees* training will be required to take this new training. Individuals who have already taken *Harassment Prevention for Employees*, especially those in supervisory roles, will be highly encouraged to take the new training. Also, depending on the training priorities of your leadership, you may be invited to take the new training with others from your section/workgroup.

**Q: How is *The Way We Work Together* trainings different from *Harassment Prevention for Employees* training?**

A: *The Way We Work Together* training and King County's *Harassment Prevention for Employees* both cover the same policy. However, *The Way We Work Together* was designed for a Metro audience, providing agency specific case studies and examples related to the policy. Additionally, *The Way We Work Together* does a deep dive for both supervisors and non-supervisors alike into strategies to intervene when we see toxic behavior in the workplace. Lastly, this training was designed so it can be delivered both online and in person (this is to support our workforce who may not have consistent access to a computer).

**Q: I'm a non-supervisory employee and I already took the NeoGov *Harassment Prevention for Employees* training, do I have to take this one now, too?**

A: It depends. If your division/section has a high completion rate of the Harassment Prevention training and your division/section leader has not identified it as a current training priority, you will likely not need to take this training. However, we encourage all employees to review our pre-recorded eLearning version of the training it when it becomes available in June 2023. However, if your division/section leader is requesting this training, it is likely you will need to complete this training with your team even if you have already taken the previous Harassment Prevention course online. Regardless, we promise the content is new and will be engaging!