

RESOLUTION OF THE CITY COUNCIL

No. 488

Approved December 9, 2024

RESOLVED, That the Members of the Providence City Council hereby Authorize Approval of the following Approval to Pay Award by the Board of Contract and Supply, in accordance with Section 21-26(b)(2) of the Code of Ordinances.

Employers Association of the North East (EANE)
(People and Culture)

\$30,000.00

IN CITY COUNCIL
DEC 05 2024
READ AND PASSED



RACHEL M. MILLER, PRESIDENT


CLERK

I HEREBY APPROVE.



Mayor

Date: 12/9/24



OFFICE OF THE INTERNAL AUDITOR
City of Providence

October 29, 2024

Ms. Tina Mastroianni
City Clerk's Office
City of Providence
25 Dorrance Street
Providence, RI 02903

Dear Tina:

I am writing to request that the following requested contract award be submitted to the City Council and the Finance Committee for approval:

- **Human Resource**
 - Requestion Approval to Pay **Employers Association of the North East (EANE)** a total not to exceed **\$30,000** in accordance with the Code of Ordinances, Section 21-26 (b) (2).
- **Emergency Management Agency**
 - Requesting Approval to pay **United Way of Rhode Island \$1,067,800.00** in accordance with the Code of Ordinances, Section 21-26 (b) (1).

Sincerely,

A handwritten signature in blue ink that reads "Gina M. Costa".

Gina M. Costa
Internal Auditor

Cc: Paul A. Winspeare, Chief, Human Resources
Clara F. Decerbo, Director of PEMA
John Arzoomanian, Department of Public Property
Alejandro Tirado, Director of Purchasing
Shomari Husband City Treasurer



CITY OF PROVIDENCE
MAYOR BRETT P. SMILEY

DEPARTMENT OF PEOPLE & CULTURE
Human Resources | Diversity, Equity, Inclusion & Belonging

Paul A. N. Winspeare, MBA, BS-HRM, SPHR, PHR, aPHR, M.:
Chief People Officer

Dr. Silas Otniel Rodrigues Pinto, Ph.D., NCSP
Deputy Chief of People and Culture – Equity, Inclusion & Talent

Ashley Fioravanti, MA-HRM, SHRM-CP
Deputy Chief of People and Culture – Total Compensation

October 9, 2024

The Honorable Brett P. Smiley
Chairman, Board of Contract and Supply
Providence City Hall
25 Dorrance Street
Providence, RI 02903

RE: Requesting Approval to Pay Employers Association of the NorthEast (EANE) for Training and Development Services

MinuteTraq ID Number: 4 7 2 7 0

Minority Participation: 0 % MBE, 0 %WBE

Account Code(s): Enter (list of) account code(s)

1. 101-212-52700
2. 101-212-23401

Dear Mayor Smiley,

The Department of People and Culture respectfully requests approval to pay Employers Association of the NorthEast (EANE) for training and professional development services a total not to exceed \$30,000 in Fiscal Year 2025.

The Board of Contract and Supply approved these service on December 18, 2023. The vendor was selected due to their accessible short course formating plus they are local and understand the landscape of working in Rhode Island. Employees from the City of Providence have provided positive feedback.

EANE provides full-service consultative and learning assistance to organizations in the development and education of management and employees. Examples include:

- Technical Training
- City Council Requested training
- Executive Coaching
- HR Leadership Series

1. Funds in the amount of \$30,000 are available in accounts 101-212-52700 & 101-212-23401 in Fiscal Year 2025.

Respectfully Submitted,

Paul A. N. Winspeare, Chief People Officer

Financial Approval: _____

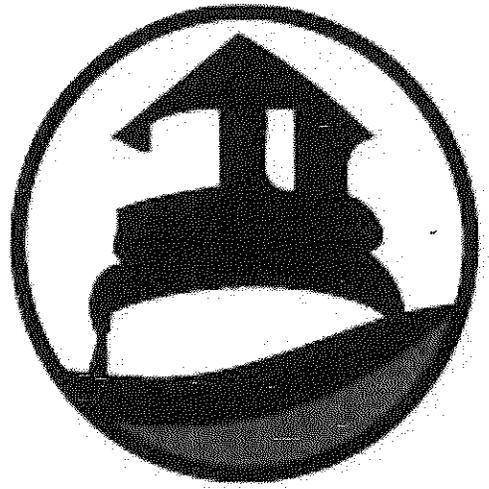
CITY HALL, 25 DORRANCE ST, PROVIDENCE, RI 02903
PHONE (401) 680-5616 | WWW.PROVIDENCERI.GOV

PWINSPEARE@PROVIDENCERI.GOV

SPINTO@PROVIDENCERI.GOV

AFIORAVANTI@PROVIDENCERI.GOV

City of Providence Learning Proposal – Employees



Prepared by:
John Henderson
10.23.24

PEOPLE BUSINESS SUCCESS



The City of Providence would like to provide professional development for employees. The request is for the following programs:

- Influencing without Authority (approximately 3 ½ hours)
- Self-Awareness & Adaptability (approximately 3 ½ hours)

Each session will be delivered in-person with a maximum number of 20 attendees.

WHY EANE

EANE wants to be a partner with the City of Providence to deliver programs that will meet the needs of each individual participant. We have delivered educational programs to many employees from the City of Providence and the feedback has been exceedingly positive.

EANE provides full-service consultative and learning assistance to organizations in the development and education of management and employees. We are local and understand the landscape of working in Rhode Island. We have been providing leadership and staff development learning and related services for over 100 years.

EANE will work closely with you to ensure that these programs exceed your expectations.

877.662.6444 | www.EANE.org

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Influencing Without Authority

The ability to positively influence others is vital to today's collaborative organizations. Whenever you need action and commitment from employees and colleagues, you need to exert influence. Often times, individuals without direct authority over others are still expected to influence others and achieve results. You'll learn to understand your role as an influencer, plan your approach with others and communicate your position positively and persuasively.

Learning Objectives

- Influence others at any level to accomplish work and achieve goals
- Gain cooperation and support from others
- Identify personal strengths and opportunities for improvement in communicating with others
- Develop more meaningful relationships through improved communication skills
- Conduct critical conversation with those you need to influence

Self-Awareness & Adaptability

Understanding how we work with others and how others perceive us, makes us more effective in our jobs. In this highly interactive program, participants learn about their own behavior styles and develop a personal action plan to adapt and work more effectively with others. Each participant will complete the workplace DiSC assessment prior to the session.

Learning Objectives

- Explore behavior and its contributing factors
- Identify your behavioral style using the DiSC Profile
- Recognize the strengths and limitations of different behavioral styles
- Adapt to the behavioral style of others

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Your Investment

Below is a table showing costs for the proposed engagement. The training cost includes the initial planning meeting, facilitator costs, and participant materials. Customization to the content and additional facilitator prep time may result in additional fees. These fees will be agreed upon prior to the training being conducted. The prices quoted within this proposal are good for 60 days. City of Providence to provide adequate training space.

| Program/Initiative | Program Details and Materials | Total Member Cost |
|-------------------------------|---|-------------------|
| Influencing without Authority | EANE Member training rates per session: \$1595 | TBD |
| Self-Awareness & Adaptability | \$1595 plus \$60 per person for the DiSC assessment | |

City of Providence Learning Proposal – Everyone



Prepared by:
John Henderson
10.23.24

PEOPLE BUSINESS SUCCESS



The City of Providence would like to provide professional development to everyone. The request is for the following programs:

- Conflicts Can Be Productive (approximately 3 hours)
- Creating a Respectful Workplace (approximately 2 ½ hours)
- Presentation Skills (full-day course)
- Totally Responsible Person (3 ½ hours)

Each session will be delivered in-person with a maximum number of 20 attendees.

WHY EANE

EANE wants to be a partner with the City of Providence to deliver programs that will meet the needs of each individual participant. We have delivered educational programs to many employees from the City of Providence and the feedback has been exceedingly positive.

EANE provides full-service consultative and learning assistance to organizations in the development and education of management and employees. We are local and understand the landscape of working in Rhode Island. We have been providing leadership and staff development learning and related services for over 100 years.

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Effectively Handling Conflict

Participants will complete the Thomas Kilman Conflict Mode Inventory to discover how they typically respond to conflict. They will then explore conflict modes and how their own conflict style “shows up”. Participants will learn how to use the C.A.L.M.E.R technique that will help them deal with conflict in a productive and effective manner. They will apply a conflict resolution technique to a real situation.

Learning Objectives

- Identify conflict modes and apply the C.A.L.M.E.R. technique to a real situation
- Develop strategies and action plans for applying skills on the job

Creating Workplace Respect

Having a respectful workplace is a good business practice that increases productivity and employee retention and satisfaction. This program will challenge participants to examine the components of building and creating a respectful workplace. In a non-threatening environment, they will have the chance to understand why respect is important to them, their team and the company. Participants will identify and examine how constructive and destructive behaviors impact employees and the workplace. Finally, people will recognize the value of creating a workplace where people feel safe to be their authentic self without fear of judgment.

The program will include self-reflection, small and large group discussions.

Learning Objectives

- Discuss the positive impact that respect has on productivity and employee engagement
- Identify what is considered constructive and destructive behaviors in the workplace
- Recognize the value of creating a place where people can be their authentic self

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PRESENTATION SKILLS

Make a strong, positive impression when speaking to groups. Gain people's attention, project a confident image, convey competence and influence listeners. Become more self-confident in oral communication situations through emphasis on organization, preparation and practice.

You'll learn to design and deliver presentations that meet audience needs and achieve desired objectives. Concepts and practice segments will address techniques for small, medium or larger scale presentation and audience sizes that consider both in-person and virtual delivery methods. Participant involvement is emphasized through skill practice and peer feedback, video recording and action planning to incorporate new skills and information into your workplace presentations.

Participants are encouraged to bring real-time topics to the workshop in order to maximize their time and help them to prepare for upcoming presentations.

Learning Objectives

- Deliver impactful presentations to a variety of audience types and
- Effectively utilize visual aids
- Craft presentations in informative and/or persuasive formats
- Complete an audience analysis to best understand their needs and therefore tailor the message and delivery for impact
- Handle audience questions with confidence

Totally Responsible Person

The Totally Responsible Person (TRP®) is a practical workshop that will help people learn innovative and proven ways to move out of the "victim mentality" to become a Totally Responsible Person. This workshop will help each participant understand how they can turn any situation into an opportunity for learning and growth by accepting the fact that they are accountable to others, as well as themselves. Each participant will learn proven techniques to move themselves, and help others, move beyond blame and judgment and gain the confidence and tools needed to interact in a positive, constructive and respectful way.

Learning Objectives

- Distinguish between the Totally Responsible Person® and "victim mentality"
- Apply TRP® to manage challenging workplace situations
- Identify productive alternatives to enabling and rescuing in the workplace
- Discover tools and techniques to use to help direct reports and colleagues be accountable

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Your Investment

Below is a table showing costs for the proposed engagement. The training cost includes the initial planning meeting, facilitator costs, and participant materials. Customization to the content and additional facilitator prep time may result in additional fees. These fees will be agreed upon prior to the training being conducted. The prices quoted within this proposal are good for 60 days. City of Providence to provide adequate training space.

| Program/Initiative | Program Details and Materials | Total Member Cost |
|-------------------------------|---|-------------------|
| | EANE Member training rates per session: | TBD |
| Effectively Handling Conflict | \$1595 | |
| Creating Respectful Workplace | \$1595 | |
| Presentation Skills | \$2985 | |
| Totally Responsible Person | \$1595 plus \$40 per participant for workbook | |

City of Providence Learning Proposal – Management



Prepared by:
John Henderson
10.23.24

PEOPLE BUSINESS SUCCESS



The City of Providence would like to provide professional development for management. The request is for the following programs:

- Developing High Performance Teams (full-day)
- The Art of Feedback (approximately 3 ½ hours)

Each session will be delivered in-person with a maximum number of 20 attendees.

WHY EANE

EANE wants to be a partner with the City of Providence to deliver programs that will meet the needs of each individual participant. We have delivered educational programs to many employees from the City of Providence and the feedback has been exceedingly positive.

EANE provides full-service consultative and learning assistance to organizations in the development and education of management and employees. We are local and understand the landscape of working in Rhode Island. We have been providing leadership and staff development learning and related services for over 100 years.

EANE will work closely with you to ensure that these programs exceed your expectations.

877.662.6444 | www.EANE.org





Developing High Performance Teams

Efficient workflows and innovative ideas are frequently developed by high performance teams. Successful teams increase employee engagement and directly impact organizational goal achievement. You'll practice skills that stimulate collaboration and group decision making and discover how to use individual strengths to achieve maximum team results.

Learning Objectives

- Identify the characteristics of high performing teams
- Recognize the four stages of team development and apply appropriate actions needed for each stage
- Practice and apply seven engagement skills to a variety of situations: running meetings, leading discussions, and making decisions
- Use and apply common problem solving and decision making tools
- Learn how and when to apply a RACI chart to better determine roles and responsibilities
- Practice developing team operating principles to work effectively and build energy among team members

The Art of Feedback

Being able to give clear, specific feedback that leads to a change in behavior or an improvement in performance is a critical skill for managers to have in today's work environment. However, many managers lack the mindset, skills and time necessary to provide constructive feedback that allows their employees to improve and grow. In this learning event designed for managers and supervisors, you will learn the art of providing productive feedback that encourages and empowers employees to change, grow and develop. Learn techniques for overcoming mindsets that prevent them from sharing feedback with their employees and why fostering a culture of feedback is important to their organization. Leave with effective strategies for delivering feedback that is constructive, not destructive, and leverages the employees' strengths to improve developmental areas.

LEARNING OBJECTIVES

- Recognize what stops you from sharing feedback and find tools to move beyond that
- Discover ways to include the employee in the feedback process
- Understand the impact that providing effective feedback will have on your team

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Your Investment

Below is a table showing costs for the proposed engagement. The training cost includes the initial planning meeting, facilitator costs, and participant materials. Customization to the content and additional facilitator prep time may result in additional fees. These fees will be agreed upon prior to the training being conducted. The prices quoted within this proposal are good for 60 days. City of Providence to provide adequate training space.

| Program/Initiative | Program Details and Materials | Total Member Cost |
|----------------------------------|--|-------------------|
| | EANE Member training rates per session: | TBD |
| Developing High Performing Teams | \$2985 plus \$90 for anyone who has not completed a management DiSC assessment | |
| The Art of Feedback | \$1595 | |

877.662.6444 | www.EANE.org

City of Providence



Rhode Island

Department of City Clerk

MEMORANDUM

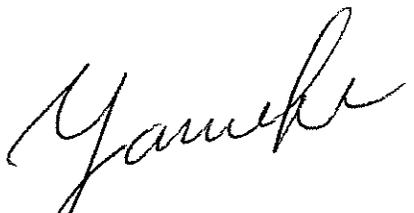
DATE: December 18, 2023

TO: Purchasing Director

SUBJECT: **APPROVAL TO PAY EMPLOYERS ASSOCIATION OF THE NORTHEAST (EANE), FOR TRAINING AND DEVELOPMENT SERVICES IN THE GOAL OF AIDING THE GROWTH OF EMPLOYEE PERFORMANCE – DEPARTMENT OF HUMAN RESOURCES**

DISPOSITION: VOTED: The Purchasing Director hereby Approval to Pay Employers Association of the NorthEast (EANE), for Training and Development Services in the goal of aiding the growth of employee performance, for a total amount not to exceed Thirty Thousand Dollars (\$30,000.00), in Fiscal Year 2024, all in accordance with the request of Paul Winspeare, Chief Human Resources Officer, in communication dated November 27, 2023.

cc: Pur.Dir.
Contr
HR.
File


Gina L. Mastroianni
City Clerk