

# Navajo Nation Department of Personnel Management Leadership Training

Albuquerque Convention Center, 401 2<sup>nd</sup> Street NW

Albuquerque, NM 87102

June 24<sup>th</sup> & 25<sup>th</sup>, 2024

## Sunday, June 23, 2024: Travel Day

12:00 PM - 3:00 PM

Attendees Travel

3:00 PM - 6:00 PM

Early Packet Pick up, Anasazi Room # 10, Lower-Level Main Building

## Monday, June 24, 2024: Leadership Training Day One

8:00 AM

Training Workshop Begins, Ballroom A, Upper-Level West Building

Master of Ceremony

Ramondo Clah, HR Operations &  
Development Specialist  
Department of Personnel Management

8:10 AM

Invocation

Wilson Stewart Jr., Division of Natural Resources

8:15 AM

Welcome Address

Reycita Toddy, HR Classification & Pay Manager  
Department of Personnel Management

8:20 AM – 9:00 AM

Keynote Address

Navajo Nation President Dr. Buu Nygren  
NM House Representative Michelle Pauline Abeyta

9:00 AM – 10:15 AM

Training Session One

Understanding Diversity  
What is a "Hostile" Work Environment?

10:15 AM – 10:30 AM

Break

10:30 AM – 12:00 PM

Training Session One (Cont.)

The Importance of Mission & Vision Statements  
Effective Communication

12:00 PM – 1:00 PM

Lunch

(On your Own)

1:00 PM – 2:45 PM

Training Session Two

Leadership Traits & Styles

2:45 PM – 3:00 PM

Break

3:00 PM- 5:00 PM

Training Session Two (Cont.) Customer Service

5:00 PM

Day One Concludes

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## **Tuesday, June 25, 2024: Leadership Training Day Two**

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8:00 AM

Training Workshop Begins, Ballroom A, Upper-Level West Building

Master of Ceremony

Ramondo Clah, HR Operations &  
Development Specialist  
Department of Personnel Management

8:05 AM

Invocation

Wynona Baheshone, Executive Director  
Uranium Commission

8:10 AM – 8:30 AM

Recap of Day One

8:30 AM – 10:15 AM

Training Session One

Ethical Decision Making

10:15 AM – 10:30 AM

Break

10:30 AM – 12:00 PM

Training Session One (Cont.)

Workplace Mediation

12:00 PM – 1:00 PM

Lunch

(On your own)

1:00 PM – 2:45 PM

Training Session Two

Coaching/Mentoring

2:45 PM – 3:00 PM

Break

3:00 PM- 5:00 PM

Training Session Two (Cont.)

Motivation/ Buy in from Employees.

5:00 PM

Training Concludes

**Thank you for attending and have a safe trip home!**

**Special Thank you to our Event Host and Sponsors**

**Building Nations LLC.**

**Navajo Arts and Crafts Enterprise**

**Navajo Division of Economic Development**

**Navajo Division of Transportation**





To: Navajo Nation Leadership Attendee

Date: June 3, 2024

Subject: Leadership Training Overview

The Navajo Nation Department of Personnel Management (DPM) in collaboration with Pax Harvey Consulting will conduct a two-day professional development training for the Navajo Nation Leadership. We will emphasize the importance of the mission/vision/values in relation to a productive and safe work environment. We will provide training sessions in the areas of:

- |                                |                            |                      |
|--------------------------------|----------------------------|----------------------|
| - communication                | - customer service         | - coaching/mentoring |
| - diversity                    | - leadership traits/styles | - teamwork           |
| - hostile workplace/bullying   | - ethical decision making  | - management         |
| - creating a healthy workplace | - workplace mediation      | - leadership         |
|                                | - time management          |                      |

Recognizing the signs of a hostile work environment is essential for Leadership positions. Frequent conflicts, unaddressed complaints, high turnover rates, and decreased employee morale are indicators of a toxic workplace. The impact on individuals can be severe, leading to stress, anxiety, decreased job satisfaction, and decreased productivity. Additionally, it erodes teamwork, hampers creativity, tarnishes an organization's reputation, and disrupts our sense of Ké.

Addressing and preventing hostile work environments starts with fostering a culture of respect and inclusivity. The Navajo Nation has clear policies against harassment, discrimination, and retaliation. Navajo Nation Leaders shall demonstrate and promote diversity and provide training to employees on appropriate conduct, bystander intervention, and reporting mechanisms. Encouraging open communication and valuing different perspectives will contribute to a healthier and more inclusive work environment.

**Objective:**

Navajo Nation Leadership plays a crucial role in cultivating a positive work environment. The overall objective and purpose of this training is that leaders shall understand the meaning and purpose of setting an example of respectful behavior, enforcing policies, and promoting open dialogue.

Leaders will create an atmosphere where employees feel safe, supported, and valued. By fostering a culture of respect, promoting diversity, and taking decisive action, workplaces can transform into inclusive and supportive spaces where employees thrive and contribute to a positive organizational culture.

We all understand the pandemic has made a huge impact on our communities, families, and Navajo Nation employees. Although we are all in the recovery phase, this has affected some staff more than others. We are in a crucial and sensitive state, therefore we all need to be mentally, emotionally, physically, and spiritually healthy to provide great quality services for the Navajo Nation.

**Who is the Audience?**

Top Level Navajo Nation Leaders from within the Executive, Legislative and Judicial Branches of the Navajo Nation Government. This will also include Middle Management Supervisory Positions, from Department Managers, Program Managers, Court Administrators and Delegated Supervisory Positions.

**Communication Style:**

Pax Harvey Consulting is a neutral third party and will conduct training that has a fair balance of Traditional and Western training methods. As a third party, he will not engage in personal, nor address any sensitive matters that pertain to investigations, and or alleged allegations. This training will be delivered with a variety of methods, that include personal experience, learned behaviors, participant engagement, collaborative discussions, and role-playing scenarios. This training will be instructor led with the use of a PowerPoint and provided training materials.

We very much appreciate your interest in this great learning opportunity, and we look forward to seeing you there. If you have any questions or concerns, please feel free to call or email me. Thank you, have a great day.

Respectfully,



Ramondo Clah  
Operations and Development Specialist  
Department of Personnel Management  
(928) 871-6442  
Ramondo.Clah@dpm.navajo-nsn.gov

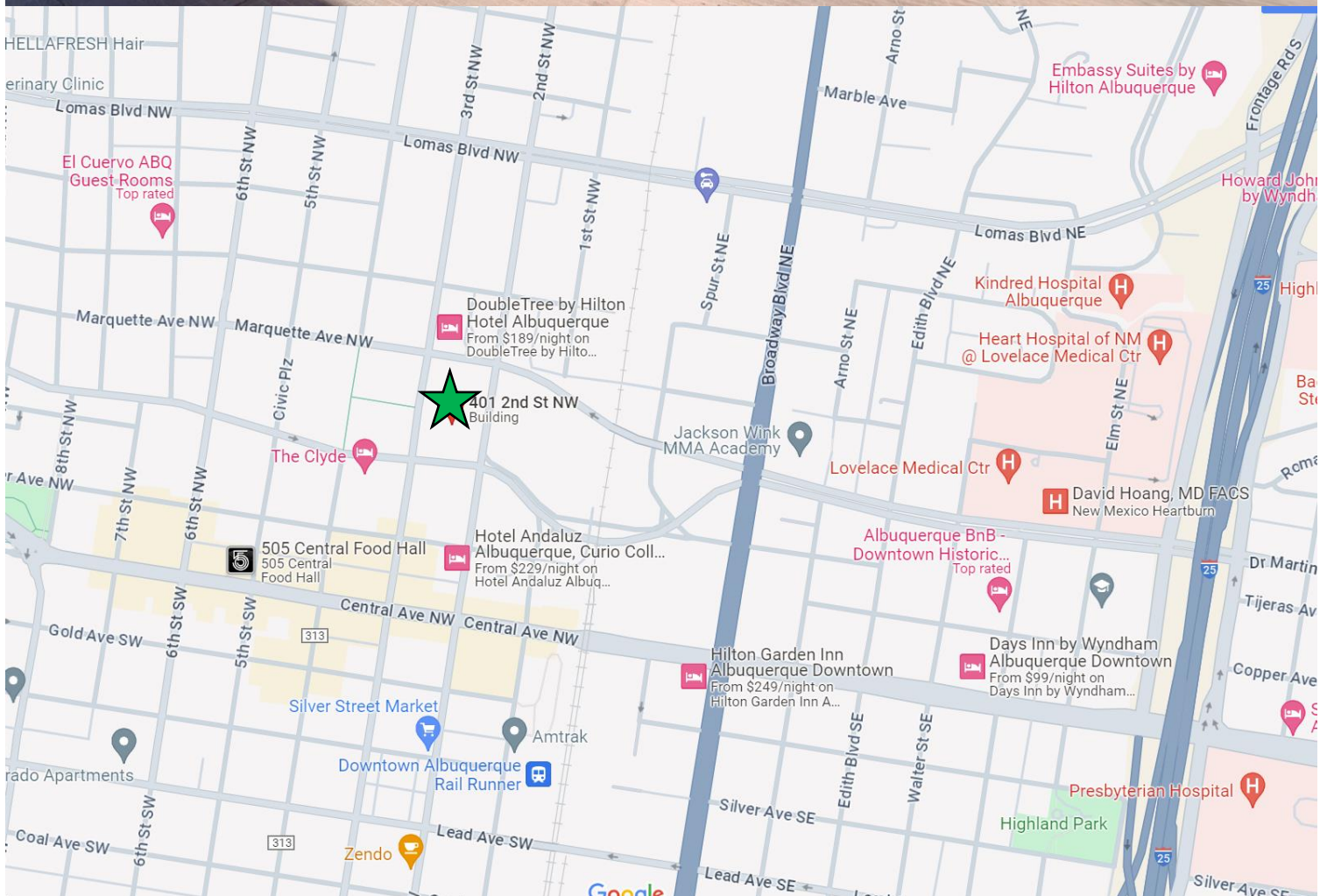


Albuquerque Convention Center  
401 2nd Street NW Albuquerque, NM 87102

P: 505.768.4575

F: 505.768.3239

[info@albuquerqueecc.com](mailto:info@albuquerqueecc.com)





# DIRECTORY

## UPPER LEVEL

### WEST BUILDING

Kiva Auditorium 290  
Box Office  
Concessions  
Kiva Boardroom 285  
Ballroom A 280, B 275, C 270  
Buena Vista Balcony  
Skybridge to East Building



### EAST BUILDING

Meeting Room 210-240  
Suite A 231-H 259  
Parking Garage  
Skybridge to West Building

## MAIN LEVEL

### WEST BUILDING

Hall 3 & 4  
Guest Service Desk  
Civic Plaza Entrance  
2nd Street Entrance  
Access to East Building



### EAST BUILDING

Hall 1 & 2  
Meeting Room 110-140  
Tijeras Foyer  
East Box Office  
2nd St Entrance  
Access to West Building  
Tijeras Blvd Entrance

## LOWER LEVEL



### WEST BUILDING

Conference Center  
Rooms 010-070  
The Hub 055  
La Sala  
Civic Plaza Garage



- Box Office
- Concessions
- Elevator
- Escalator
- Guest Services
- Parking
- Pick-up & Drop-off
- Restroom
- Stairs
- Vending

# DOWNTOWN DISTRICTS

-  **Courthouse District**
  - P Courthouse Parking Garage
  - District Court
  - Metro Court
  - U.S. District Court
-  **Plaza District**
  - City/County Building
  - Civic Plaza
  - P Civic Plaza Parking Garage
  - Convention Center
  - P Convention Ctr Parking Garage
  - Main Library
  - Police/Sheriff
  - Visitor Information
-  **Warehouse District**
-  **Arts and Entertainment District**
  - P 5th & Copper Parking Garage
  - Kimo Theater
  - Route 66 Crossroads
  - P 3rd & Copper Parking Garage
-  **Transportation Center District**
  - Alvarado Transportation Ctr
  - City Bus Station
  - P 2nd & Gold Parking Garage
  - Train Station
-  **Casa District**

