



Option 2: Civility at Work® Civility Ambassador Train-the-Trainer Program

- *A 2-day Train-the-Trainer workshop for up to 4 Community Civility Ambassadors who will implement your civility initiative.*
- *A customized package of civility workshops and presentations that you can use for building civility in your community.*
- *Tools and training materials for getting started*
- *Sources and resources for materials and tools to sustain your civility initiative.*

Sample of Civility Initiative Tools and Content that may be included in your toolkit:

- *The Civility Rubric™*
- *The Organizational Civility Scale®*
- *Quick and effective “Workplace Culture” assessments*
- *Social Intelligence Assessments to use when hiring*
- *Cultural Competence Surveys*
- *Toxic behavior assessments to use in performance reviews*
- *Civility Needs Assessment to use when outlining civility initiatives*
- *Civility vocabulary and how to infuse it*

Civility best practices e.g., Plain Language, elements of cultural competence, communication style guides