



Participant Learning Agreement

Welcome to RIVCO HR Learning & Organizational Development (L&OD). As an employee of the County of Riverside or one of the cities within the County of Riverside, you are part of a team of highly dedicated people committed to performance excellence. This program is designed to enhance and further develop your effectiveness in your present job and in your future career goals as part of our initiative which is to *ensure good government through the development of people.*

During this program you will receive a full orientation to time-proven tools and techniques that are the hallmarks of highly effective and successful people. Depending on the particular program you enrolled in you will need to read and/or complete pre-work necessary to be successful in your particular class. Signing this learning agreement indicates that you are aware of the program materials (pre-work as assigned when applicable) necessary to ensure you are prepared to fully participate in the program.

As a participant you agree to:

1. Complete all pre-work as assigned (if applicable).
2. Make arrangements with your staff and/or superiors to be away from your work unit to avoid being interrupted during the course.
3. Silence all cell phones and/or pagers to avoid being interrupted or disturbing other participants. **Laptop computers are not permitted in the classroom.**
4. Arrive on time and ready to participate in class discussions and activities.
5. Be present for the entire duration of the class to receive credit for participation and for the class to be meaningful.
6. Be respectful of fellow participants who may have questions or comments that you differ with.
7. Keep an open mind and display a professional attitude and demeanor during the program, reserving judgment about the course until the end.
8. Challenge ideas and/or concepts presented in the course when in the spirit of wanting to learn.
9. Be professional when interacting with fellow participants during group activities and encourage and support others who are in the program with you.

The instructors agree to:

1. Start the class on time ready to facilitate the program.
2. Provide a positive learning environment conducive to learning.
3. Be engaging and encourage participant involvement.
4. Answer your questions to the best of their ability or make arrangements to find you the correct answer to a question in a timely manner.
5. Provide guidance to help overcome any learning challenges.
6. Value opposing opinions that may be expressed and encourage healthy dialogue around differing viewpoints.
7. Build an atmosphere of safety, mutual trust and respect, and information sharing.

Participant Signature: _____

Print Name: _____ ID# _____ Date: _____