



Bruce D. Glasscock
City Manager



Embracing an Environment of Diversity and Inclusion

The driving force behind the success of the City of Plano is linked to the skills of a diverse workforce. By embracing all of our differences in the workplace, we expand our horizons, get new exciting ideas, and experience new perspectives. A unified team is free from stereotypes, gender-specific words, and exclusive words or phrases that can be understood only by people with specific backgrounds. Embracing diversity and inclusion create an environment that inspires creativity and innovation, and empowers us all to do our best work in serving internal and external customers.

Therefore, I am requiring all employees to successfully complete the Skillsoft **“Diversity on the Job: Diversity and You”** online course by January 31, 2018.

Consult with your direct supervisor or Human Resources if you have any questions. As always, your hard work and dedication are much appreciated.

****Course must be completed by January 31, 2018)****

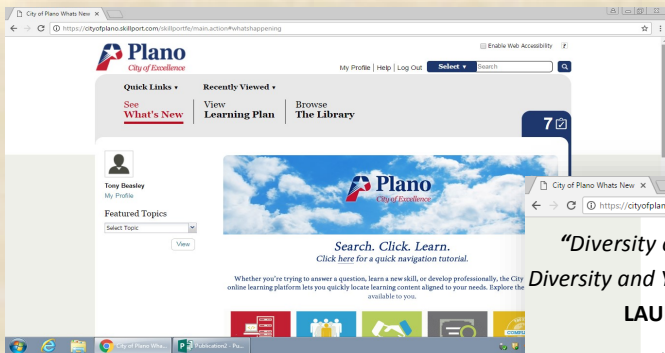
Log in at:

<https://cityofplano.skillport.com>

To log in:

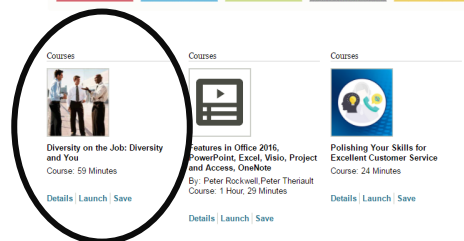
The Employee ID is your 5 digit Employee ID. If you have not changed your original password, the Password is the first 3 letters of your LAST name (in CAPS) and the LAST 4 digits of your Social Security #.

1. SkillSoft Homepage after logging in.



2. Scroll down on the SkillSoft Homepage.

“Diversity on the Job: Diversity and You” then click LAUNCH



Need a minimum score of 75% to pass the full course.

This course contains a “Pre-Test.” Choosing to take the pre-test allows you to evaluate your knowledge of the content before taking the course. You can only take the pre-test once, before starting the course. Pass the pre-test with a minimum score of 75%, you pass the course!!