

PROCESS FOR CONSIDERATION OF OTHERS TRAINING
WILMINGTON DISTRICT

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1. In a memorandum signed by the Chief of Engineers on 24 March 2001, the Army's Consideration of Others (CO2) training was directed for implementation throughout the Corps of Engineers. The Chief directed that CO2 is mandatory for military members as well as all permanent civilian employees. All District Leaders were given the responsibility for full implementation of the training.
2. The intent of CO2 is to help foster and maintain cohesion in the workplace. The training conducted will be tailored to meet the District's specific needs. Regardless of the method, CO2 training will promote the principles of trust, respect and teamwork that is the framework of Wilmington District.
3. **No additional funds will be allocated for the program implementation.** Most training can be conducted by drawing upon in-house personnel talent.
4. The Equal Employment Opportunity (EEO) Office will serve as the focal point for lesson plans for the training and for monitoring and reporting the quarterly training to the EEO Office, South Atlantic Division.
5. The basic provision for the Wilmington District's CO2 program implementation is as follows:
 - a. Participation. All assigned Wilmington District personnel will attend quarterly CO2 sessions.
 - b. Managers/Supervisors. The key to the success of CO2 training lies with managers and supervisors. Management has an obligation to foster a positive climate and develop a culture where people are treated with dignity and respect. CO2 is not a "cure-all" for challenges within an organization. CO2 allows leaders to recognize problems that may occur in their section and handle it as expeditiously and effectively as possible.
 - c. Teaching Methods. Small group discussions will be the forum for CO2. Ideally, groups will be formed with a minimum of 15 and not more than 25 personnel. CO2 sessions should last not more than one hour in duration. **CO2 will be conducted quarterly.** Small groups will be held in a location designated by the facilitator. The location should be informal, comfortable and a relaxed atmosphere.

- d. Facilitator. A facilitator will guide the sessions. The facilitator does not have to be a facilitator or small group trained. However, many of our leaders have, through formal training, or through career experiences, possess skills to facilitate. Individuals must possess skills that allow discussions among participants to offer their individual opinions, attitudes and beliefs openly. The facilitator must ensure participants address the issue and not a person's opinion or the person.

- e. Resources: No additional resources will be allocated for the purpose of CO2 program implementation. The EEO Office can recommend a lesson plan to a manager/supervisor who requests one. However, the use of outside references and training aids is encouraged as a means of stimulating discussion and interaction among small group members. These items may include but not limited to, videos, case studies, and situation dilemmas (*current and past*) and published articles/books. There are numerous training topics available for discussion. Examples include: Problem Solving, Teamwork, Time Management, Sexual Harassment, Managing Stress, Conflict Resolution, Respect and Dignity, Work Ethics, Credibility, and Information Sharing.

- f. Reporting Requirements. Each manager/supervisor will be responsible for ensuring that training is documented. Documentation will include, *as a minimum*, the name of the participants, the subject discussed, the length of the small group discussion and the name of the facilitator. Managers and supervisors will be responsible for accounting that their employees have been provided the quarterly CO2 training. **Not later than 5 workdays after the end of each quarter, each Branch will provide the name of the participants as well as the subject discussed, to the EEO Office.** The EEO Office will report the information to the EEO Office, South Atlantic Division not later than 10 workdays after the end of each quarter.

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