



## Diversity and Unlawful Discrimination Online Compliance Training and Testing Program for Managers and Employees

To assist state agencies and other public and private organizations with their Diversity and Unlawful Discrimination training efforts, the Center for Management and Professional Development (Center) provides a web-based **Diversity and Unlawful Discrimination Compliance Training and Testing Program** for supervisors, managers and employees.

The online program includes segments on appropriate workplace behaviors, business ethics, workplace diversity, sexual harassment and other issues related to unlawful discrimination. The program meets and exceeds the established requirements for diversity and unlawful discrimination training recommended by the Missouri State Training Advisory Council (STAC).

The program can be accessed by each participant from their own work computer (with Internet access) and will include a **TESTING COMPONENT** to ensure application and comprehension of content.

Participants can enroll for this program via the Center's online enrollment form. Once enrolled, they will receive information about the program and instructions on how to access the program via email. Participants will have a window of time (i.e. a pre-determined number of days) based upon established enrollment dates in which to begin and complete the course. Many participants typically complete the course in **less than 2 hours**.

A reporting mechanism will track completion of the training and allow the Center to provide documentation of compliance testing to the participant's agency or business as needed.

**Investment:** \$40.00 per person

### 2014 Course Rollout Dates

Participants who enroll prior to each **ENROLL DEADLINE DATE** will complete the course during the corresponding **COURSE DATES**.

#### ENROLL DEADLINE DATE

December 27, 2013  
 January 24, 2014  
 February 21, 2014  
 March 21, 2014  
 April 25, 2014  
 May 23, 2014  
 June 27, 2014  
 July 25, 2014  
 August 29, 2014  
 September 26, 2014  
 October 24, 2014  
 November 21, 2014

#### COURSE DATES

January 6 – January 13, 2014  
 February 3 – February 10, 2014  
 March 3 – March 10, 2014  
 March 31 – April 7, 2014  
 May 5 – May 12, 2014  
 June 2 – June 9, 2014  
 July 7 – July 14, 2014  
 August 4 – August 11, 2014  
 September 8 – September 15, 2014  
 October 6 – October 13, 2014  
 November 3 – November 10, 2014  
 December 1 – December 8, 2014

There are **2 VERSIONS** of the program. One for **SUPERVISORS/MANAGERS**, and one for **EMPLOYEES**. The employee version of the program will contain similar information included in the supervisor/manager program, but in a slightly abbreviated format.

### Learning Objectives:

#### UNIT ONE:

##### Diversity and Unlawful Discrimination

- Implications of Diversity** in the workforce
- Federal Laws Preventing Job Discrimination**
- How changing **U.S. Demographics** may affect the workforce of the future
- The Civil Rights Act of 1964**
- Title VII of the Civil Rights Act** and the impact it has on gender
- The implications of **Affirmative Action**
- Stereotypes** and implications on the workforce
- What can be done to **support workplace diversity and Inclusiveness**
- What the **EEOC** stands for and does  
...and more

#### UNIT TWO:

##### Preventing Sexual Harassment

- What constitutes **Sexual Harassment**
- EEOC Guidelines** on Sexual Harassment
- What creates a **Hostile Work Environment**
- Common **Sexual Harassment situations**
- What managers/employees should do to **Prevent Sexual Harassment** in the Workplace  
...and more

#### UNIT 3:

##### Review and Testing

**Case Studies** and **Questions** participants must address using the knowledge obtained through the program.

Enroll for this program through the Center's Online Enrollment form via our home page at [www.training.oa.mo.gov](http://www.training.oa.mo.gov)

For additional information contact us at [TheCenter@oa.mo.gov](mailto:TheCenter@oa.mo.gov) or (573) 751-4514.