



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) works in conjunction with a training provider to offer 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 includes a **TESTING COMPONENT** to ensure application and comprehension of the content presented.

Participants can enroll for this program via the Center's online enrollment form. Once enrolled, they will receive information via email about the program and instructions on how to access the program. 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

2015 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 29, 2014
 January 23, 2015
 February 20, 2015
 March 27, 2015
 April 24, 2015
 May 22, 2015
 June 26, 2015
 July 24, 2015
 August 28, 2015
 September 25, 2015
 October 23, 2015
 November 20, 2015

COURSE DATES

January 5 – January 12, 2015
 February 2 – February 9, 2015
 March 2 – March 9, 2015
 April 6 – April 10, 2015
 May 4 – May 11, 2015
 June 1 – June 8, 2015
 July 6 – July 13, 2015
 August 3 – August 10, 2015
 September 7 – September 14, 2015
 October 5 – October 12, 2015
 November 2 – November 9, 2015
 November 30 – December 7, 2015

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

- Workforce diversity and inclusiveness
- Federal laws preventing job discrimination
- How changing U.S. demographics may affect the workforce of the future
- The Civil Rights Act of 1964 and implications in the workforce
- Title VII of the Civil Rights Act
- Preventing workplace bullying and retaliation
- Generations defined in the workplace
- The implications of Affirmative Action
- Stereotypes and implications on the workforce
- Strategies 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

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