
CHRO TRAINING ANNOUNCEMENT: SAS - AVOIDING HARASSMENT AND HOSTILE WORK ENVIRONMENT

CLASS: SUPERVISORS ADVANCED SERIES: EEO - Avoiding Harassment and Hostile Work Environment

DATE: 11 January 2019

TIME: 09:00-11:00

PLACE: Camp Foster, Administration Bldg. # 495, 2nd Floor, Civilian Human Resources Office,
CHRO, Classroom #4

DESCRIPTION:

This two hour training opportunity allows supervisors to delve more deeply into topics that directly affect their ability to handle day-to-day issues that arise in the workplace. This training series focuses on difficult and complex topics and situations related to Equal Employment Opportunity programs and human relations that cannot be adequately covered in an overview or online refresher training. The first portion (approximately one hour) of the training is devoted to instruction and review of laws, regulations, policies and procedures. The second portion (approximately one hour) is devoted to case studies, scenarios, practical application exercises, and in-depth discussion of the training topic.

Supervisors Advanced Series Training #4: Avoiding Harassment and Hostile Work Environment.

Discrimination laws and policies prohibit harassment on the basis of race, color, national origin, religion, sex, age, disability, genetic information and reprisal. This includes the requirement to maintain a workplace environment free from harassment and hostility. Due to the use of "hostile work environment" as a buzzword, the requirement to prevent harassment is largely misunderstood by supervisors and employees alike. This training will reinforce supervisors' responsibilities with regard to laws and policies connected with unlawful harassment, specifically what responsibilities exist to prevent a hostile work environment, and the responsibilities connected with eliminating harassing behavior when it is discovered. Additionally, supervisors will learn about issues related to employer liability, non-EEO harassment (toxic work environments, hazing & bullying, and favoritism), and the negative impact of harassment on workplace productivity. Attendees will work with small groups in case studies, scenarios, and practical application exercises to give each supervisor tools for addressing difficult issues that may arise in the workplace.

ELIGIBILITY:

This class is open to all SUPERVISORS of U.S. Appropriated Fund (APF/GS) employees of USMC Okinawa, including military personnel who supervise civilian employees. Aspiring leaders who hope to gain skills may attend, but preference for seats will be given to supervisory personnel.

HOW TO APPLY:

After receiving an approval from employee's supervisor, Submit nominations to Workforce Development Unit, Civilian Human Resources Office via e-mail to mcbbutlerchrotraining@usmc.mil. Deadline for submission is 4 JAN 2019.

Nomination must include below listed information:

- 1) Name
- 2) Grade
- 3) Position Title
- 4) Organization
- 5) Duty Phone
- 6) E-mail Address
- 7) Supervisor's Name

Dress Code: Business Casual Attire or Uniform of the Day