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CHRO TRAINING ANNOUNCEMENT: SUPERVISORS ADVANCED SERIES: RELIGION & THE WORKPLACE

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CLASS: SUPERVISORS ADVANCED SERIES: RELIGION & THE WORKPLACE

DATE: 17 May 2019

TIME: 09:00-11:00

PLACE: Camp Foster Administration Center, Building 495, 2<sup>nd</sup> Fl., 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 #5: Religion & The Workplace.

Discrimination laws and policies prohibit discrimination based on religion. This includes employment actions taken based on religion, religious harassment, and denial of requests for reasonable religious accommodations. These requirements contain several areas that can be confusing and frustrating for supervisors. What constitutes religion? What accommodations are reasonable? Are employees allowed to express religious beliefs in the federal workplace? What are the limits and boundaries for such religious expression? This training will reinforce supervisors' responsibilities with regard to laws and policies connected religious issues that are commonly encountered in the federal workplace. Additionally, supervisors will learn about issues related to the granting and denial of requests for religious accommodation. 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](mailto:mcbbutlerchrotraining@usmc.mil). Deadline for submission is 10 May 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