1. **Equal Employment Opportunity and Diversity Fundamentals (EEODF)**

\*\*\*This training is ONLY for Managers and Supervisors.\*\*\*\*

Important Note: All online modules and the assessment (test) must be completed within the curriculum before you have the option to register for an available classroom session. You will not be admitted to a classroom location without completing all learning objects.

This course, as mandated by G.S. 126.16.1, is required for all state government employees who were hired, promoted or appointed to the position of supervisor or manager on or after July 1,1991. Managers and supervisors hired, promoted or appointed prior to July 1,1991 are strongly encouraged to attend the Institute.

This course is designed with the latest information needed to help managers and supervisors understand federal and state equal employment opportunity/affirmative action laws in the context of daily work situations. The course design will also provide managers/supervisors with applicable information to help them work more effectively with a diverse workforce.

The course is offered in a blended format. 3.5 hours of online training which includes a final assessment and one full day of instructor-led classroom training. Upon completion of this training, participants should be able to:

• Explain equal employment opportunity, affirmative action, protected classes and other concepts and principles related to EEO;

• Understand standards courts and investigators use to determine if and when illegal discrimination has occurred in the workplace;

• Describe federal and state laws related to EEO and the scope and responsibilities of supervisors/managers for enforcement of these laws;

• Engage in legally defensible hiring practices;

• Recognize, prevent and correct unlawful workplace harassment;

• Understand employees’, supervisors’ and managers’ rights and responsibilities with regards to upholding EEO policies and practices; and

• Create/maintain an inclusive and productive environment where all employees feel valued and respected; and

• Identify best practices for working in a diverse work environment.

**Online Modules**

EEO: Introduction - EEO and Diversity Fundamentals

EEO: Module 1 – EEO is the Law

EEO: Module 2 – Affirmative Action

EEO: Module 3 – Legally Defensible Hiring

EEO: Module 4 – Unlawful Workplace Harassment

EEO: Module 5 – EEO and You

EEO: Module 6 – Diversity and Inclusion

**EEODF Final Assessment**

Final Assessment administered after participants enrolled in online portion of EEO and Diversity Fundamentals training. Assessment tests participant's ability to apply lessons from online modules to everyday work situations.

**Classroom Training**

Equal Employment Opportunity and Diversity Fundamentals (EEODF) (Classroom Portion)

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