

# Equal Employment Opportunity & Diversity Fundamentals (EEODF)



Equal Employment Opportunity and Diversity Fundamentals (EEODF) is a mandatory training for all Managers and Supervisors with state agencies, departments, University of North Carolina system universities and institutions within one year of hire, promotion, or appointment on or after July 1, 1991 per G.S. 126-16.1. Managers and Supervisors hired before July 1, 1991 are strongly encouraged to complete EEODF training.

**Content:** 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 also provides managers/supervisors with applicable information to help them work more effectively with a diverse workforce.

**Objectives:** 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;
- Create and maintain an inclusive and productive environment where all employees feel valued and respected; and,
- Identify best practices for working in a diverse work environment.

**Delivery:** The course is offered in a blended format: online and face-to-face traditional classroom. The Equal Employment Opportunity and Diversity Fundamentals (EEODF) curriculum includes six online modules, an online final assessment and one full day of instructor-led training.

**Access:** Employees with state agencies are assigned the Equal Employment Opportunity and Diversity Fundamentals (EEODF) curriculum through the NC Learning Center.

Employees with universities or institutions will access the training through the statewide learning management system, the NC Learning Center, as an extended enterprise user. A job aid is available to assist employees or employees may contact their University Training Coordinator.

### Requirements:

1. Access the *Equal Employment Opportunity and Diversity Fundamentals (EEODF)\_V2* curriculum in the NC Learning Center.
2. Complete all online modules within the curriculum first.
3. Complete the online assessment. You must pass with at least a 70% score with 3 attempts.
4. **Wait 24 hours** after passing assessment, then request to attend a classroom session. **Note:** All online modules and online assessment (test) must be complete within the curriculum before you have the option to register for an available classroom session. *You will not be admitted to a classroom session without completing all online requirements.*

### Curriculum Structure:

#### *EEODF Online Modules*

EEODF Module 1 – History and Law

EEODF Module 2 – Americans with Disabilities Act

EEODF Module 3 – Legally Defensible Hiring

EEODF Module 4 – Unlawful Workplace Harassment

EEODF Module 5 – EEO and You

EEODF Module 6 – Diversity and Inclusion

#### *EEODF Final Assessment*

The final assessment administered after participants complete the online modules will test participants' ability to apply lessons learned from the online modules to everyday work situations. Successful completion (70% passing score) of the assessment is required before requesting a classroom session. After successfully completing the online assessment, participants must wait 24 hours to request a classroom session.

#### *Classroom Training*

The classroom portion of the Equal Employment Opportunity and Diversity Fundamentals (EEODF) curriculum is designed to interactively apply lessons learned from the online modules. Participants will work individually and collaboratively with other managers and supervisors to address inequity, unlawful workplace harassment, diversity, and inclusion.