

EEO Workshop Descriptions

The purpose of the EEO Workshop Series is to provide appropriate training on a regular basis that will supplement other training in the areas of EEO, and Affirmative Employment. Topics will cover roles and responsibilities of managers, supervisors, and employees throughout NOAA. Each workshop will be no more than 1 ½ hours in duration. However, topics presented as part of a “Lunch and Learn” series will be no more than 1 hour.

WORKSHOP DESCRIPTION:

Retaliation in the Workplace: *“Getting a Grip on Retaliation”*

There are three main terms used to describe retaliation. Retaliation occurs when an employer takes an adverse action against a covered individual because he or she engaged in a protected activity. The objective of this course is to provide an overview and understanding of retaliation. Participants will explore the three main terms used: What is considered an adverse action; who is a covered individual; and what constitutes protected activity.

The EEO Complaint Process: *“EEO Basics”*

This course will provide participants with a basic understanding of the laws that prohibit discrimination in employment. It will also cover the nuts and bolts of the Federal EEO Complaint Process including, identifying the basis and claims and the timeframes associated with the process.

An Overview of the EEO Complaint Process: *“What Supervisors Need to Know?”*

The objective of this course is to provide participants with a current snapshot of Employment non-Discrimination Laws, and an understanding of the relationship between affirmative action and Equal Employment Opportunity. It includes recognition of applicable statutes, protected classes, and actions covered by law.

Harassment: *Let’s Clear the Air*

The course will provide participants with an overview of harassment in the workplace and information on the Agency’s process for reporting allegations of harassment.

Harassment in the Workplace: *“A Management’s Responsibility”*

The objective of this course is to assist participants in preventing and eliminating workplace harassment, including sexual harassment at work. Subjects include allegations of harassment prohibited by law, DAO; the effects of sexual harassment; using communication to prevent and to deal with sexual harassment.