

## Spring 2023 OHR EEO TRAINING SERIES TRAINING CURRICULUM & SCHEDULE

The trainings below are available to any District Government Employee.  
**Agency Heads, Managers, Supervisors, HR Personnel, and General Counsel are highly encouraged to attend these classes.**

### Class 1 (HM100: 0023) – Discrimination in the Workplace

Course Description	Learning Objective	Class Dates & Location	Available Seats
This course will provide an overview of the District’s EEO laws and assist with understanding the protected traits in employment discrimination. Attendees will also gain an understanding of various theories of discrimination, including disparate treatment/impact, hostile work environment, harassment (including sexual harassment), and retaliation.	The objective of this course to ensure attendees have a competent and thorough understanding of applicable EEO laws in the District, including Sexual Harassment.	Wednesday, <b>May 10, 2023</b> 1pm – 4pm Zoom Meeting	Unlimited

**Class 2 (HM101: 0023) – Understanding ADA and DCFMLA**

<b>Course Description</b>	<b>Learning Objective</b>	<b>Class Dates &amp; Location</b>	<b>Available Seats</b>
This course will provide an in-depth discussion of protections afforded by the Americans with Disabilities Act, as amended, the anti-disability discrimination provisions under the DC Human Rights Act, and anti-discrimination under the DCFMLA. The course will explore what reasonable accommodation means and how to identify scenarios in which the agency must inform employees of DC FMLA benefits.	The objective of this course is to ensure attendees have a detailed and comprehensive understanding of how ADA and DCFMLA benefits apply and how they may interact with one another.	Thursday, <b>May 11 2023</b> 1pm – 4pm Zoom Meeting	Unlimited

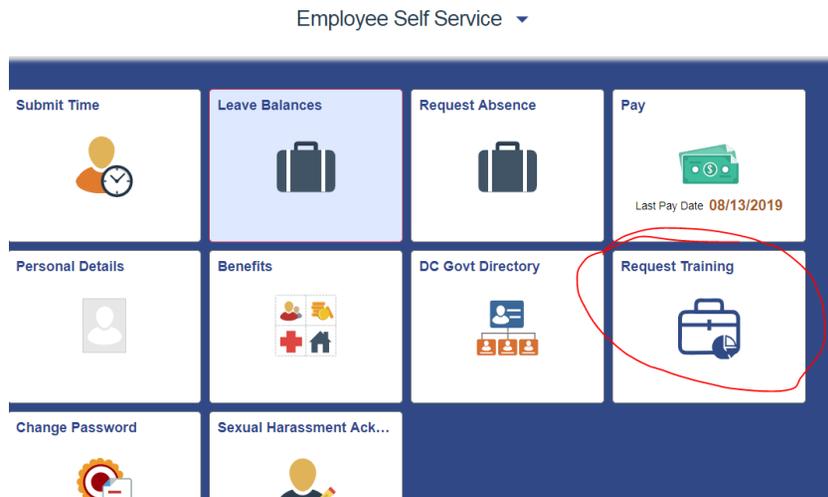
**Class 3 (HM102: 0023) – EEO Counseling Best Practices**

<b>Course Description</b>	<b>Learning Objective</b>	<b>Class Dates &amp; Location</b>	<b>Available Seats</b>
This course will go over the EEO counseling manual and best practices for conducting a productive and effective EEO counseling process. This will include roles and responsibilities of EEO Counselors and Officers, methods of resolution, document production/responses, access to decision maker. The course will explore in-depth recurring issues faced by EEO Counselors.	The objective of this course is to ensure participants gain a good understanding of the EEO Counseling process and how counselors can use the manual to engage in effective EEO Counseling.	Friday, <b>May 12, 2023</b> 1pm – 4pm Zoom Meeting	Unlimited

## HOW TO REGISTER

**Step 1:** Log-in to **PeopleSoft**: <https://ess.dc.gov/psp/essprod/?cmd=login>

**Step 2:** Under the Employee Self Service menu, click on **Request Training**



**Step 2:** Click on **Search by Course Number**.

My Available Courses

My Mandatory Courses      Questionnaires, Materials and Surveys

Please choose one of the search methods below to find a course session.

Search by Course Name      Advanced Course Search  
Search by Course Number      Access Skillport Online Courses  
Search by Location  
Search by Date      Career Management Tracks  
CLD Course Catalog      Core Competency Development

Go To      Self Service  
Learning and Development  
Training Summary

**Step 3:** Enter **Course Number (HM100, HM101, or HM102)** and click **Search**.

My Available Courses

My Mandatory Courses      My Outstanding Assessments and Surveys

Enter a course number and select Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number

Search by Date      Career Management Tracks  
CLD Course Catalog      Core Competency Development

Go To      Self Service  
Learning and Development  
Training Summary



**Step 6:** Click on **View Available Sessions**.

Course Number

**Course Details**

Request Training Enrollment  
View Available Sessions

HM100 Workplace Discrimination

Select a session number in the given list to view session details or to request enrollment in the session.

**Course Session Details**

Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0010	01/30/2018	DCHR-441 4TH ST NW South Lobby	8.0	29	0
<b>0011</b>	02/07/2018	DCHR-441 4TH ST NW South Lobby	8.0	30	0
0012	02/15/2018	DCHR-441 4TH ST NW South Lobby	8.0	30	0

[Return to Course Search](#)

**Step 7:** Click on the **Session** number for the class you want to register for.

**Step 8:** Click on the **Continue** button to submit your training request.

## **DAY-OF-TRAINING/SIGN-IN INSTRUCTION**

**Join online in the link provided via email. Ensure to confirm your name and agency in the group chat on the day of training to account for attendance.**

**\* If you are unable to attend the virtual trainings due to limited space or schedule conflicts, all training sessions will be recorded and made available to view at your convenience.**

**Any questions?**

Contact Ajan Brown at [ajan.brown@dc.gov](mailto:ajan.brown@dc.gov) or (202) 320-0653.