

Available Trainings by the EEO Office for FY 24

Training is one of the many services our office offers to organizations. Educating employees and supervisors is a prevention measure to reduce workplace issues and help resolution occur at the lowest possible level. Our trainings are offered virtually or in-person and can be scheduled simply by contacting our office at usarmy.riley.id-readiness.mbx.fort-riley-eeo@army.mil. All the trainings below have been updated from FY 23, one is brand new, and some have workbooks with them.

- ***Disability at Work *****NEW********

This training covers disability from an employee perspective trying to navigate the workplace. It covers challenges in the workplace. Tips for coping with a disability at work, how to request a reasonable accommodation and how to be more accommodating at work. **Upcoming virtual training dates include:**

- ***Wednesday, 17 January 2024 at 1100-1130***

- ***Pregnant Workers Fairness Act *****NEW********

This training is for supervisors and covers key definitions, examples, prohibited practices, procedures, and relief that is available. This Act is a separate statute from the ADAA or Rehab Act and was signed in on 27 June 2023. The PWFA covers medical conditions that result from being pregnancy. This Act made this a much broader than under the ADAA. **Upcoming virtual training dates include:**

- ***Tuesday, 13 February 2024 at 1130-1200***
- ***Wednesday, 14 August at 1130-1200***

- ***EEO Training for Employees/Supervisors *****Updated********

This training explains both the informal and formal complaint processes and alternate dispute resolution for both the employee and supervisor perspective. Employees will specifically learn how the processes affect their complaint case, what discrimination means, what they should and should not do throughout the process, and their role regarding harassment in the workplace. There is a workbook that supports this training. **Upcoming virtual training dates include:**

- ***Tuesday, 5 March 2024 at 1000-1100 (Employee)***
- ***Tuesday, 4 June 2024 at 1000-1100 (Employee)***

Supervisors will specifically learn the different services EEO provides, their role in the complaint process, what they should and should not do throughout the process, and tips on leadership responsibilities. There is a workbook that supports this training. **Upcoming virtual training dates include:**

- ***Wednesday, 6 March 2024 at 1100-1200 (Supervisor)***
- ***Wednesday, 5 June 2024 at 1100-1200 (Supervisor)***

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- ***Reasonable Accommodation Training for Employees/Supervisors*** *****Updated*****

This training covers the reasonable accommodation (RA) process (both medical and religious) and how it impacts both employees and supervisors. Both employees and supervisors will specifically learn the regulatory requirements for the RA process and examples of what is and is not an accommodation. There is a workbook that supports this training. **Upcoming virtual training dates include:**

- **Tuesday, 12 March 2024 at 1000-1100 (Employee)**
- **Tuesday, 11 June 2024 at 1000-1100 (Employee)**

Supervisors will also learn considerations when making decisions about RA requests and resources that will assist them through the process. There is a workbook that supports this training. **Upcoming virtual training dates include:**

- **Wednesday, 13 March 2024 at 1100-1200 (Supervisor)**
- **Wednesday, 12 June 2024 at 1100-1200 (Supervisor)**

- ***Civility in the Workplace*** *****Updated*****

This training focus on defining civility, the importance related to the workplace, the Army's view on incivility, and how it can be achieved in the workplace. Because of the relevant topic, this training can be offered to both employees and supervisors. Attendees can expect beneficial examples and to be active participants throughout the training. There is a workbook that supports this training. **Upcoming virtual training dates include:**

- **Wednesday, 10 April 2024 at 1000-1100**

- ***Leveraging Diversity in the Workplace*** *****NEW*****

This training covers what diversity, equity, inclusion, and accessibility are. How they work together and how to get there. It also covers understanding our own biases and the different types of biases. We wrap it up with how leveraging diversity develop a positive work environment and some DEIA best practices. There is a workbook that supports this training. **Upcoming virtual training dates include:**

- **Wednesday, 17 April 2024 at 1100-1200**

- ***Retaliation Training for Supervisors*** *****Updated*****

This training focuses on defining retaliation, what EEO activity looks like, what retaliation looks like, and what you can do as a supervisor to prevent it. There is a workbook that supports this training. It is recommended that supervisors take complaint training for supervisors first. **Upcoming virtual training dates include:**

- **Tuesday, 14 May 2024 at 11:00-12:00**

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- ***Preventing Workplace Harassment *****Updated********

This training covers topics such as regulations, policies, identifying unwanted behavior in the workplace, and the roles for both employees and supervisors to stop the behavior. Since harassment can negatively impact the workplace environment and the mission, this training is appropriate for both employees and supervisors. There is a workbook that supports this training. **Upcoming virtual training dates include:**

- **Wednesday, 17 July 2024 at 1000-1100**

- ***Communicating Across Differences *****Updated********

This training focuses on the importance of communication to build a culture in the workplace that incorporates differences, develops multicultural teams, retains diversity, reduces conflict/turnover, and promotes productivity. This training is geared for supervisors to understand how cultural, generational, and gender communications can impact the workplace and provides examples of effective communication strategies. There is a workbook that supports this training. **Upcoming virtual training dates include:**

- **Tuesday, 6 August 2024 at 1000-1100**