

## **Equal Employment Opportunity Training Outline**

As an advisor to the Commander and Staff Directors EEO takes a proactive approach to management and employee relations. In addition to Title VII complaints processing, EEO works with managers and employees to create a harmonious work environment that is free from discrimination. Our goal is basically the Army's Philosophy...Treat everyone with dignity and respect.

Handling management/employee problems is a monumental task, especially with growing regulations, reporting requirements and a sensitive legal climate. Current concerns such as sexual harassment, affirmative action, the American with Disabilities Act (ADA), workplace violence, drug testing, and compliance with the Equal Employment Opportunity Commission (EEOC), make this situation even more complex when you consider the risks of wrongful discharge suits, discrimination charges and rising benefit costs.

Our training service is a proactive approach to a comprehensive, and cost effective means to accomplish the Battalion's mission and vision. This program is tailored to meet the specific needs of the overseas military environment. Our program delivers on-site assistance complimenting your in-house human resource activities.

### **SEXUAL HARASSMENT**

This training defines and investigates general employment-related sexual harassment issues. We will discuss the definition of sexual harassment as it is legally defined by the Equal Employment Opportunity Commission (EEOC) and we will define it as it appears in the workplace. This training also outlines the steps that should be taken when reporting sexual harassment. We discuss preventive measures that should be taken to eliminate on the job sexual harassment. This course uses slides and interactive discussions to help identify and demonstrate sexual harassment issues.

### **A GOOD COACH = A GOOD LEADER**

Our mentor training focuses on tools for managers to enhance their mentoring of subordinates. We help develop leaders through mentoring. Managing people is where we have gotten our feelings of success, and mentoring people is where we will get our feelings of significance and satisfaction.

## **TEAM BUILDING**

This training is ideal as a starting point to gain forward momentum, or as a supplement to your existing efforts to build a goal-orientated team in your organization. You and your team members together, determine the factors in your organizational environment that needs immediate attention. We focus on prioritizing the actions to be taken and the outcomes desired and a time scale for completion.

Through a series of exercises and discussion groups the Team will become much more united because they have determined individually and collectively the problems and have collectively formulated the actions and outcomes to be achieved.

## **GROUP PROBLEM SOLVING TECHNIQUES**

It has been said that two heads are better than one. If that be the case, why not add four or five more? We all know the reason why not. The reason is that more than two heads becomes a committee. The definition of a committee is the unable, elected by the unwilling, to do the unnecessary. I have even been told that a camel is a horse that was designed by a committee. How then can we best make use of our staff to solve the problems facing our organization? The problem in most committees is not that they do not have the intellect necessary to solve the problem, but rather they do not have the organizational tools needed. This course provides guidelines to the participants for making successful group decisions. It emphasizes team play and the important contribution of each individual to the ultimate solution. Committees can be valuable and productive if the process is controlled. "Group Problem Solving Techniques" is a program that will help you to control and direct the creativity of your staff.

## **IMPROVING DIVERSITY**

We discuss the reasons to celebrate diversity. We also talk about affirmative action and the positive steps employers should take to contribute toward greater employment opportunities for minorities, females, the elderly, and the disabled. In federal employment, extra effort must be made to include qualified women, minorities, employees over 40, and the disabled at grade levels and in job categories where they are under represented.

## **DISPUTE RESOLUTION (CONFLICT RESOLUTION)**

Are your people expending energy getting even with each other rather than meeting the goals of the organization? Assertive Dispute Resolution may be the answer. Assertive is not synonymous with the word "AGGRESSIVE". Many a monster has been created in the name of assertiveness training. This training concentrates on establishing in the minds of the supervisors that in any human interaction there will not always be a "meeting of the minds." Because we do not and should not all think alike, the end result of a dispute must not focus on WIN-WIN, WIN-LOSE. Many people feel frustrated and angry because they perceive that others treat them with disrespect. This training will help managers and supervisors deal with disputes through synergy.

## **INTERPERSONAL COMMUNICATIONS**

Over eighty percent (80%) of the problems we face as human beings are directly or indirectly related to how we have communicated our messages to others or how we have filtered the messages coming to us. Ask yourself how many times in the last month you have heard or used phrases like: "That isn't what you said." "You knew what I meant." "Did I not speak clearly or did you not listen well." At this point it doesn't matter because the fight is on. With this training we train your employees how to stop the infighting before it begins by: making people aware of their filters; showing them how to control anger; helping them to see the payment they make for every action they take; and opening their minds to the possibilities and potentials of those around them.

## **TIME MANAGEMENT**

Time Management is a lot like the weather--everyone talks about it, but very few do anything about it. Very few are successful even when they try to do something about managing their time. The reason for this failure is two-fold. First, most of us are not in complete control of our time (customers, bosses, employees, and/or family can demand that we give them immediate attention). The second hinges on the first. When we are unable to keep the schedule, we feel bad about ourselves and few of us will keep doing something that makes us feel bad. Hence, within a week or two at the most we have gone back to our old habits. This training has been designed to help the participants understand the areas over which they do have control and how to best utilize that time.