

FY11 EEO Training Schedule
USAG Schinnen

Date	Time	Place	Topic	Description
16-Dec-10	2 1/2 hrs 0900 to 1130	Bldg 3 Cmty Classrooms	Oops...10 Mistakes Managers Make	This class is an overview of the top 10 mistakes managers make. Learn what they are and how to avoid the pitfalls.
9-Dec-10	1 1/2 hr 0900 to 1030	Bldg 3 Cmty Classrooms	Prevention of Harassment in the Workplace	Remember POSH - The Prevention of Sexual Harassment ? It's not just about sex anymore. We'll review sexual harassment, plus we'll explore how other types of harassment can get you in legal hot water or cause you to become unemployed.
20-Jan-11	2 1/2 hrs 0900 to 1130	Bldg 3 Cmty Classrooms	Positive Conflict	Conflict can be healthy and good for the organization!! Using a professional instrument, learn your preferred mode of conflict and how to maximize effectiveness when conflict arises. Additionally, we'll cover the mediation process and provide tools to mediate conflicts within your work unit.
17-Feb-11	1 1/2 hr 0900 to 1030	Bldg 3 Cmty Classrooms	Prevention of Harassment in the Workplace	Remember POSH - The Prevention of Sexual Harassment ? It's not just about sex anymore. We'll review sexual harassment, plus we'll explore how other types of harassment can get you in legal hot water or cause you to become unemployed.

21-Apr-11

2 1/2 hrs
0900 to 1130

Bldg 3 Cmty
Classrooms

Performance Based Interviewing
Techniques

It's been said that we should hire for attitude and train for skill. Learn the questions to ask to determine both the merit and the attitude of the applicant. Also, to avoid legal consequences, learn the questions you should never ask.

19-May-11

1 1/2 hr
0900 to 1030

Bldg 3 Cmty
Classrooms

Prevention of Harassment in the
Workplace

Remember POSH - The Prevention of Sexual Harassment ?
It's not just about sex anymore. We'll review sexual harassment but moreover, we'll explore how other types of harassment can get you in legal hot water.

14-Jul-11

2 hrs
0900 to 1100

Bldg 3 Cmty
Classrooms

Retaliation and Reprisal

Retaliation or reprisal is the fastest growing basis for EEO complaints. Learn what to do and what not to do when an EEO complaint is filed. We'll delineate what constitutes reprisal and give you tips on how to keep out of trouble yet continue to supervise.

11-Aug-11

1 1/2 hr
0900 to 1030

Bldg 3 Cmty
Classrooms

Prevention of Harassment in the
Workplace

Remember POSH - The Prevention of Sexual Harassment ?
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