



**Office of Civil Rights
Workforce and Policy Compliance Division**

Workforce and Policy Compliance Training Programs

2016



Working Together to Build a Better BART

**Prepared by:
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Office of Civil Rights
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OFFICE OF CIVIL RIGHTS WPC TRAINING CATALOG

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OFFICE OF CIVIL RIGHTS WPC TRAINING CATALOG

Introduction

The Office of Civil Rights Workforce and Policy Compliance (WPC) training program is designed to foster an informed and educated workforce that promotes equality and respect in the workplace. Classes are aimed at preventing Civil Rights problems and eliminate inappropriate behavior in the work place.

Our training offers employees an opportunity to enhance skill levels, improve interpersonal communication skills and increase knowledge in the areas of Equal Employment Opportunity (EEO), Civil Rights and Diversity.

The WPC Training Catalog provides information on available Civil Rights related training courses to meet a variety of needs. Management and non-management employees can use it as a guide to their Civil Rights training needs and future plans.

The WPC Training Catalog contains a list of management & non-management classes and includes online and classroom training. A quarterly list of Civil Rights training is available on Web Bart. WPC staff is also available to conduct training to District departments, upon request.

If you have a question regarding Civil Rights training, please contact the Office of Workforce and Policy Compliance at EXT.7616.

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General Information

Enrollment Instructions

Students may enroll for a class through Web BART Student Learning Center (Pathlore), then choose Scheduled classes from the search option, next choose ALL -Civil Rights. You will see the list of all scheduled classes currently available for registration.

Attendance Tracking

Students attending training will receive a Certificate of Completion from Workforce and Policy Compliance. A record of completed Civil Rights training will be tracked in Pathlore.

Contact Person

Questions and comments regarding Civil Rights Training or the WPC Training Catalog can be directed to Donna Titus-Jackson, Senior Civil Rights Officer at (510)464-7616.

OFFICE OF CIVIL RIGHTS WPC TRAINING CATALOG

COURSE DESCRIPTIONS

Course Number: CR001

Course Title: New Hire Orientation (**EEO Basics Module**)

Target Audience: All newly hired employees - **Required**

Course Description:

The Equal Employment Opportunity (EEO) Basics Module is one segment of the District's New Hire Orientation program.

Topics include:

- OCR overview and responsibilities
- EEO Complaint Procedures
 - Civil Rights policies including: EEO, Preventing Sexual Harassment in the Workplace and Title VI
 - How to Provide Language Assistance to Limited English Proficient (LEP) Customers
- Diversity Awareness

Length: 3 hours

Delivery: Classroom

Course Number: CR002

Course Title: New Supervisor Program - Nuts & Bolts (**EEO Module**)

Target Audience: Newly hired or promoted supervisors & managers including Foreworkers, Supervisors, Managers, Executives, and Principals

Course Description:

The EEO Module is one segment of the Nuts & Bolts: New Supervisor Program.

Topics include:

- OCR Overview
- EEO Complaint Handling
- Civil Rights policies including: EEO, Preventing Sexual Harassment in the Workplace and Title VI
- Sexual Harassment awareness (AB1825)
- Management responsibilities (Equal Employment Opportunity Plan)

Length: 3 hours

Delivery: Classroom

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COURSE DESCRIPTIONS

Course Number: CR003

Course Title: Disability Discrimination

Target Audience: Managers/Supervisors - **Required**

Course Description:

Designed to provide an overview of the manager's role in complying with the Americans with Disabilities Act. Discussion of the District's Reasonable Accommodation Policy.

Length: 30 Minutes

Delivery: On-Line

Course Number: CR004

Course Title: New Perspective- Sexual Harassment Awareness Program

Target Audience: All Staff

Course Description:

Designed to define sexual harassment in the workplace and discuss the District's policy prohibiting sexual harassment.

Length: 1 hour

Delivery: Classroom and On-Line

Course Number: CR005

Course Title: Diversity Awareness

Target Audience: All Staff

Course Description:

Did you know that BART is one of the most diverse organizations in our region? 65% of BART employees are minorities! This course is designed to provide employees with tools to effectively work together in a diverse work environment. Discussions will focus on mutual respect in the workplace and valuing our differences and more importantly our commonalities.

Length: 1 1/2 hours

Delivery: Classroom

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COURSE DESCRIPTIONS

Course Number: CR007

Course Title: You Said What? (Effective Workplace Communications)

Target Audience: All Staff

Course Description:

Designed to provide employees with tools to better handle the interpersonal relationship conflicts that sometime occur in the workplace. Includes open dialogue and discussions involving the variety of communication styles.

Length: 2 hours

Delivery: Classroom

Course Number: CR009

Course Title: Preventing Sexual Harassment in the Workplace - AB1825/2053

Target Audience: Foreworkers, Supervisors, Managers, Executives, and Principals -
Required

Course Description:

Designed to focus on defining sexual harassment, and the managers/supervisors role to identify and prevent sexual harassment in the workplace.

Length: 2 hours

Delivery: Classroom and On-Line

Course Number: CR011

Course Title: Valuing Workplace Diversity for Mgrs. & Supervisors

Target Audience: Supervisors and Managers

Course Description:

Did you know that for the first time BART has four generations in the workforce? This is an exciting time for our diverse organization and this course focuses on the challenges the supervisors and managers sometime face with balancing a workforce in which miscommunication and conflict can occur.

Length: 3 hours

Delivery: Classroom

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COURSE DESCRIPTIONS

Course Number: CRO12

Course Title: How to Provide Language Assistance to Limited English Proficient Customers

Target Audience: All Staff - **Required**

Course Description:

Designed to provide tools for staff when interacting with LEP customers. Review of District's Title VI policy.

Length: 1 hour

Delivery: Classroom and On-line

Course Number: CRO13

Course Title: Do I Need To Get Involved?(Complaint Prevention and Resolution)

Target Audience: Supervisors and Managers

Course Description:

Ultimately knowledge is preventative power against misunderstanding that can lead to low morale, increased turnover and employee complaints. This class provides an introduction to preventative practices and realistic resolutions to EEO complaints for Supervisors and Managers.

Length: 2 hours

Delivery: Classroom

Course Number: CR014

Course Title: Is that in Writing? EEO-101

Target Audience: All Staff

Course Description:

What is EEO? Come and find out as this course will provide participants with a basic understanding of the rules and regulations that prohibit discrimination and harassment in the workplace. This course provides a strong foundation and overview of BART'S policies and practices to ensure we have a workplace promoting mutual respect and understanding.

Length: 1 ½ hours

Delivery: Classroom