

Equal Employment Opportunity

All New in 2021!

There's nothing more important in 2021 in terms of human capital management than operationalizing equity throughout the employee life experience. The only way to operationalize equity is to get everyone - employees and managers alike - on the same page and understanding how to make decisions that are applied uniformly and constantly across employee demographics, and based on business needs - not personality issues.

This course teaches:

- The definition of unlawful discrimination
- Common situations in the employee experience that are prone to discrimination
- Conducting an equitable recruitment and hiring process
- Conducting an equitable career development process
- The situations that often give rise to retaliation
- The manager's role in creating an equitable employee experience
- Affirmative action for government contractors
- Reporting, investigations and workplace policies

Interactive polling questions in the course give employers real insight into how learners feel about the concepts and culture skills presented. And Emtrain's innovative Ask the Expert feature gives learners direct access to course experts.

[See more course details or request a free demo >>](#)



Course Versions

- 35 Minutes - Employees (EE)
- 45 Minutes - Managers (MAN)
- 50 Minutes - Federal Contractors (AA)

Languages

- English and translatable

Admin Optional Timer



Lesson	Description	EE	MAN	AA
Introduction	The context for operationalizing equity throughout the workforce.	✓	✓	✓
What's Unlawful Discrimination?	The difference between discrimination and an unpleasant work experience.	✓	✓	✓
Definition	Definition of what constitutes unlawful discrimination.	✓	✓	✓
Recruiting and Hiring Practices	Setting up a diverse and inclusive experience and practice for recruiting and hiring.		✓	✓
Career Development	Implementing EEO best practices to all phases of career development.	✓	✓	✓
Retaliation	Outlining the criteria and common situations that create a high potential for retaliation.	✓	✓	✓
The Managers' Role	Managers' actions create EEO risks and violations, and therefore, managers have specific obligations to ensure all management actions are grounded in business reasons and logic and don't create EEO risk.		✓	✓
Affirmative Action for Government Contractors	This lesson is specific to federal contractors and summarizes the information that is expected for managers of federal contractors to know about EEO practices throughout the organization.			✓
Reporting, Investigations, and Workplace Policies	This lesson walks learners through reporting issues, investigations, and workplace policies that ensure EEO business practices.	✓	✓	✓
Post-Program Survey	Asking for learner feedback on the usefulness of the program.	✓	✓	✓