

For: All FSA Managers and Supervisors

Sexual Harassment Awareness Training for Managers and Supervisors

Approved by: Administrator



1 Overview

A Background

The Office of Civil Rights has scheduled sexual harassment training for FSA managers and supervisors. Four training sessions have been scheduled to accommodate different time zones and to ensure webcast availability for all participants. The four scheduled sessions are as follows:

- Wednesday, February 17, 2016, at 10:00 a.m. to 11:00 a.m. e.s.t.
- Wednesday, February 17, 2016, at 2:00 p.m. to 3:00 p.m. e.s.t.
- Wednesday, February 24, 2016, at 10:00 a.m. to 11:00 a.m. e.s.t.
- Wednesday, February 24, 2016, at 2:00 p.m. to 3:00 p.m. e.s.t.

Note: Each session can accommodate a maximum of 124 lines. Participants are encouraged to attend the training as a group when possible. Only 1 person per group should register for the training.

The training will be conducted by members of the USDA Office of General Counsel on behalf of the Office of Civil Rights management staff. All managers and supervisors are encouraged to complete the training.

B Purpose

The training will provide all managers and supervisors with the following:

- knowledge of their obligation as a supervisor or manager to prevent and respond to sexual harassment claims and their responsibility to maintain a work environment free of sexual harassment
- understanding the mission of FSA as it relates to existing anti-discrimination/sexual harassment policies, programs, and organizational objectives.

Disposal Date April 1, 2016	Distribution All FSA Managers and Supervisors; State Offices relay to County Offices
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Notice AO-1642

2 Training Information

A Sexual Harassment Training Topics

The following topics will be presented in the training session:

- roles and responsibilities to prevent and respond to sexual harassment
- definition and types of conduct considered sexual harassment
- legal obligation in defense of the Agency.

B Location

The training will be conducted in a webinar format. All managers and supervisors will participate in this training through the use of a telephone line for audio and desktop/laptop for PowerPoint presentations.

C Registration

Registration is required for the training sessions. To register for a training session, click 1 of the following links:

- **Wednesday, February 17, 2016, at 10:00 a.m. to 11:00 a.m. e.s.t.**
- **Wednesday, February 17, 2016, at 2:00 p.m. to 3:00 p.m. e.s.t.**
- **Wednesday, February 24, 2016, at 10:00 a.m. to 11:00 a.m. e.s.t.**
- **Wednesday, February 24, 2016, at 2:00 p.m. to 3:00 p.m. e.s.t.**

On the eAuthentication Warning Page, enter the user's ID and password and then CLICK "Login". On the Registration Page, CLICK "Confirm".

In approximately 5 minutes, the registrant will receive a registration notification e-mail. This e-mail will contain the Live Meeting link and teleconference line that the participant will use to join the training session.

Note: If a participant is **not** able to register through the link in this subparagraph, log into AgLearn at <http://www.aglearn.usda.gov/>. On the Aglearn Home Page, in the "Search Catalog" box, ENTER "Sexual Harassment Training for FSA Managers and Supervisors" and CLICK "**Browse**". Under the course title, CLICK "**View Course Dates**". Scroll to the participant's desired date, CLICK "**Register**", and then CLICK "**Confirm**".

D Contact

For questions about this notice, contact Beverly Onwubere, Branch Chief, Counseling and Mediation Branch, OCR, by either of the following:

- e-mail to beverly.onwubere@wdc.usda.gov
- telephone at 202-401-7171.