

For: All FSA Employees

FY 2024 FSA Employee Diversity, Equity, Inclusion, and Accessibility (DEIA) Training

Approved by: Administrator



1 Overview

A Background

According to Executive Order 14035 of June 25, 2021, FSA is committed to proactively adopting policies and practices that promote empowerment, responsibility, and accountability for DEIA through workforce development. The FSA DEIA Plan established FSA's goals and actions that support the USDA DEIA Plan and the USDA Equity Commission's recommendations to ensure that staff receive diversity and customer service training.

B Purpose

This notice provides:

- required training courses for FSA employees
- other DEIA courses offered in AgLearn
- the link to additional employee DEIA trainings and resources.

C Contacts

If there are questions about this notice:

- County Offices will contact State Offices
- State Offices will contact J. Latrice Hill, Administrator's Office, by either of the following:
 - email to latrice.hill@usda.gov
 - telephone at 202-720-3103.

Disposal Date

October 1, 2024
10-17-23

Distribution

All FSA Employees

2 DEIA Training

A Required Training

FSA employees will be assigned agency-required FY 2024 DEIA AgLearn training. The courses will display on each employee's AgLearn Dashboard page. Employees are also encouraged to list the courses on their FY 2024 Individual Development Plans for completion before September 30, 2024.

Note: If an employee has previously completed 1 of the required courses in this subparagraph, the course will be marked as "Complete" in AgLearn along with a link to access a Certificate of Completion.

Each State Office training lead or administrative officer should track completion of courses quarterly to include in the State's quarterly equity action reporting.

The following 4 courses are required for all permanent and temporary FSA employees with access to AgLearn.

- **Addressing Bias and Stereotypes in Delivery of USDA Programs and Services (FPAC-OCR-000039)** – Diversity, inclusion, and equity are essential to the overall success of the workplace and the organization. Despite our best efforts, bias is a contributing factor in our decision-making. Unconscious bias (implicit bias) is even more dangerous, as we are often unaware that it's a factor in our decisions. The presenter will also define and cover a number of unconscious biases as well as discuss strategies on how to minimize bias and stereotypes in delivery of USDA programs and services.
<https://aglearn.usda.gov/course/view.php?id=58606>
- **Advancing Workplace Diversity (FPAC-OCR-000026)** – The federal government supports the legal implementation of programs and policies that attract a diverse workforce. It is important that our workforce reflects America. This training will discuss what diversity means and how it may be legally achieved.
<https://aglearn.usda.gov/course/view.php?id=57854>
- **Limited English Proficiency (LEP) Training (FPAC-OCR-000038)** – LEP persons are those whose proficiency in speaking, reading, writing, or understanding English, as a result of national origin, is such that it would deny or limit their meaningful access to programs and services provided by the Department if language assistance was not provided. This course will review LEP program rules, regulations, and processes, and increase FPAC mission area employee knowledge and participation in FPAC's LEP services (telephonic interpretation/document translation/in person interpretation).
<https://aglearn.usda.gov/course/view.php?id=58528>
- **Customer Experience (FPAC-OCR-000050)** – Improve key critical thinking skills, including active listening and questioning. Using a specific set of systems and tools to look at a problem, find several alternatives, and choose the best one.
<https://aglearn.usda.gov/course/view.php?id=59027>

2 DEIA Training (Continued)

B Other Courses Available in AgLearn

Employees are encouraged to consider completing other DEIA courses available in AgLearn. Optional courses include, but are not limited to, the following.

- **USDA DEIA Champion Badge** – The USDA’s DEIA Champion Badge is designed to provide hiring managers, HR staff, and DEIA champions with the knowledge needed to demonstrate inclusive practices during the hiring process. Identifying and mitigating biases that can affect hiring decisions will support the USDA’s goals of achieving an equitable workforce and improve candidate experience. Those pursuing this credential will learn principles and strategies that advance diversity, equity, inclusion, and accessibility goals for the purpose of enhancing the integrity and effectiveness of the search and selection process at USDA agencies. <https://aglearn.usda.gov/totara/program/view.php?id=931>
- **Ableism: What It Is and Why It Matters to Everyone (FPAC-OCR-000037)** – Ableism is the discrimination of and social prejudice against people with disabilities based on the belief that typical abilities are superior. Ableism can take the form of ideas and assumptions, stereotypes, attitudes and practices, physical barriers in the environment, or larger scale oppression. Yet, individuals with disabilities are the world’s largest minority group. This interactive presentation will discuss forms of ableism and how ableism contributes to persistent difficulties that individuals with disabilities face. This presentation will also equip session participants to advocate for positive change surrounding disability. <https://aglearn.usda.gov/enrol/index.php?id=58526>
- **Communication Skills: How to Interact When Conversations Turn Difficult (FPAC-OCR-000030)** – In this training, you will learn to identify why a conversation turns difficult; identify different levels of conversations; and how bias may affect those conversations. This training will also increase your awareness on effective communication and how to build trust. <https://aglearn.usda.gov/enrol/index.php?id=58103>
- **Cultivating an Inclusive Workplace Through Gender Equity (FPAC-OCR-000044)** – How we perceive others is how we often treat them. When gender is attached to roles, responsibilities, job duties, and titles, we forgo the opportunity to welcome innovative ideas, thoughts, and strategies. Gender sensitivity must go beyond awareness and morph into action. We will discover ways to promote gender neutral language and gender equality. <https://aglearn.usda.gov/course/view.php?id=58824>
- **Navigating Generational Differences in the Workplace (FPAC-OCR-000011)** – The goal of Navigating Generational Differences in the Workplace is to provide an overview to understanding and learning the various generations and their different key characteristics, as well as identify the potential pitfalls of generational differences within the workplace. Key tips and strategies will be offered to better adapt and leverage the incredible value that multiple generations have to offer in all offices and organizations. <https://aglearn.usda.gov/course/view.php?id=52915>

2 DEIA Training (Continued)

B Other Courses Available in AgLearn (Continued)

- **Microaggressions (FPAC-OCR-000055)** – Microaggressions refer to subtle behaviors that lead someone to feel devalued. Each instance may seem minor, but they add up. They ultimately define the tone of the team and contribute to people’s experiences of the workplace culture. When microaggressions are identified and addressed, they promote greater inclusion in the workplace. <https://aglearn.usda.gov/enrol/index.php?id=63683>

C Employee Training Resources

A list of other trainings, the USDA DEIA Plan, and other internal resources are available on the DEIA at USDA Intranet page at <https://inside.fsa.usda.gov/operations/administrators-office/employee-engagement/deia-fsa>.