

“Diversity Matters” eLearning Supervisory Course Descriptions

Americans with Disabilities Act

Time: **45 minutes**

Summary:

The Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendment Act (ADAAA), prohibits employment discrimination against qualified individuals with a disability. Using hypothetical scenarios and practical exercises, this course teaches managers how to effectively and legally manage individuals with disabilities including the obligation to provide reasonable accommodations, if necessary. It also teaches preventive steps that a manager can take to avoid a claim of disability discrimination.

Managing Conflict: A Collaborative Approach

Time: **45 minutes**

Summary:

In business today, there is an emphasis on finding collaborative solutions to workplace conflicts, which result in strengthened workplace relationships and a more innovative work environment. This course focuses on this approach, teaching managers how they can mediate a collaborative solution in any workplace conflict. Students will learn how to recognize and reduce the catalysts of destructive conflict, how to identify when intervention is needed, how constructive conflict can be used to benefit an organization, whilst always maintaining the focus on a ‘win-win’ solution.

Preventing Employment Discrimination for Managers

Time: **45 minutes**

Summary:

Title VII of the Civil Rights Act of 1964 and other federal and state equal employment opportunity (EEO) laws protect employees and job applicants from discrimination based on their race, color, religion, national origin, sex, disability, and other protected grounds. This course teaches managers and supervisors to make employment decisions that adhere to anti-discrimination laws, promote respect, improve morale, and, in turn, prevent claims of discrimination and employer liability.

Preventing Sexual Harassment for Managers

Time: **45 minutes**

Summary:

This course teaches managers and supervisors to recognize and prevent sexual harassment, to respond appropriately when they learn of it, and to deal with and prevent retaliation against victims and witnesses. It also discusses the risk of liability to both the company and a manager if he or she fails to stop harassment or engages in harassing behavior.

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Preventing Workplace Violence

Time: **45 minutes**

Summary:

This course is intended to help you understand what workplace violence is, indicators of the potential for violence, techniques to help prevent violence and diffuse a violent situation, and what to do following an incidence of workplace violence.

Valuing Diversity for Managers

Time: **30 minutes**

Summary:

In order to realize the greatest competitive advantage and retain the most qualified employees, companies must make an effort to ensure that a diverse population of employees is fully represented and that a culture of inclusion and respect is promoted and maintained. This course discusses the advantages and pitfalls of working in and managing a diverse workforce. It also offers strategies to help managers recognize and value individual differences so as to maximize the potential of all employees.