

# Memorandum



**Date:** April 28, 2021

**To:** Department Directors

**From:** Arleene Cuellar, Director  
Human Resources

**Subject:** Human Rights & Fair Employment Employee Training Courses

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Miami-Dade County is committed to ensuring inclusive programs, policies and employment practices for all of our employees and residents. In order to ensure safe and welcoming work environments for all of our employees, the Human Rights & Fair Employment Practices Division (HRFEP) of the Human Resources Department has recently refreshed their employee training workshops, which are now currently available to all County employees and supervisors. Below you will find course descriptions for all of the workshops:

### **Workplace Civility and Respect**

Everyone wants to work in a positive and productive workplace, free of disrespectful behavior. In this course, participants will learn how to carefully consider their words and actions before they rise to a level of inappropriate or illegal behavior.

### **Preventing Sexual Harassment**

In this course, participants will learn about the applicable laws and County policies regarding sexual harassment, common stereotypes and misconceptions, how to deal with a potentially hostile work environment and complaint reporting procedures and responsibilities.

### **Preventing Unlawful Harassment**

Everyone is affected by the negative consequences of a hostile work environment. In this course, participants will learn how to recognize and prevent unlawful, harassing conduct in the workplace by understanding the applicable laws and County policies related to harassment, complaint reporting procedures, and consequences of misconduct. Through real life examples, interactive exercises and case studies, you will learn about your critical role in and gain essential skills to create a harassment free workplace.

### **Tackling Unconscious Bias**

Did you know that we all have unconscious biases? They can be positive or negative, but they shape how we act and treat others. In this course, participants will learn about unconscious bias, the impact it has their work environment, best practices and strategies to interrupt these biases to make them better employees.

### **Tackling Racial Bias**

The summer of 2020 saw global protests erupt over tragic events which sparked racial unrest. As such, we created this course so participants can look at the history that still influences today's racism, the negative impacts of racism in the workplace, and what actions you can take to tackle inequities and racial injustices and create a more inclusive workplace culture.

**LGBTQ+ Sensitivity**

The County is committed to creating a supportive and safe workplace that is welcoming for LGBTQ employees. As such, we have created this course to equip you with the knowledge and skills to better understand LGBTQ terminology and how concepts of gender and sexual identity have evolved over time. It will encourage you to explore strategies for inclusion of LGBTQ+ members in your professional context and will train you in techniques for enhancing LGBTQ+ inclusion.

The training courses will continue to be offered virtually to ensure appropriate social distancing. HRFEP can also deliver this training onsite and tailor it to meet the needs of your department's unique work environment(s). Departments who are interested in scheduling their employees for this training should contact Erin A. New, HRFEP Division Director, at [erin.new@miamidade.gov](mailto:erin.new@miamidade.gov) or (305)375-2784.

Additionally, any employee who believes they have been subjected to discrimination, bias, harassment or retaliation in the workplace, or any employee who has witnessed such conduct, should immediately file a complaint with the Human Rights & Fair Employment Practices Division of the Human Resources Department via phone at (305) 375-2784, fax at (305) 375-2114, e-mail at [ofep@miamidade.gov](mailto:ofep@miamidade.gov), or completing the online complaint form at <http://www.miamidade.gov/humanrights>.

Should you have any questions, please contact Erin A. New, HRFEP Division Director, at (305) 375-2784.

- c: Honorable Chairman Jose "Pepe" Diaz  
and Members, Board of County Commissioners  
Honorable Daniella Levine Cava, Mayor  
Honorable Harvey Ruvin, Clerk of Courts  
Honorable Pedro J. Garcia, Property Appraiser  
Geri Bonzon-Keenan, County Attorney  
Gerald K. Sanchez, First Assistant County Attorney  
Jess M. McCarty, Executive Assistant County Attorney  
Felix Jimenez, Inspector General  
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Aileen Boucle, Executive Director, Metropolitan Planning Organization  
Office of the Mayor Senior Staff  
Departmental Personnel Representatives  
Erin A. New, Division Director, Human Rights & Fair Employment Practices, Human Resources