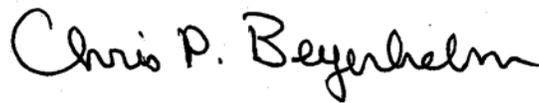


**For:** All FSA Managers and Supervisors

**Sexual Harassment Awareness Training for Managers and Supervisors**

**Approved by:** Acting Administrator



**1 Overview**

**A Background**

The Office of Civil Rights has scheduled anti-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, May 25, 2016, at 10:00 a.m. to 11:00 a.m. e.s.t.
- Wednesday, May 25, 2016, at 2:00 p.m. to 3:00 p.m. e.s.t.
- Wednesday, June 22, 2016, at 10:00 a.m. to 11:00 a.m. e.s.t.
- Wednesday, June 22, 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 one 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.

<b>Disposal Date</b>	<b>Distribution</b>
August 1, 2016	All FSA Managers and Supervisors; State Offices relay to County Offices

## Notice AO-1653

### 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 Format

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

**Note:** All FSA managers and supervisors are encouraged to take one of the four sessions. To accommodate the high number of FSA managers and supervisors, employees are encouraged, where feasible, to participate as a group.

To participate in the training as a group, at least one employee must register. Group participants must use a sign in sheet which contains each participant's (nonregistered users) name, title, e-mail, office telephone number, and signature. After the session, the registered employee or office point of contact must provide the list to the local AgLearn coordinator to ensure each group participant (nonregistered users) receives credit.

Managers and supervisors who completed the training based on guidance provided in Notice AO-1642 do **not** need to take the training again.

#### C Registration

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

**Wednesday, May 25, 2016, at 10:00 a.m. to 11:00 a.m. e.s.t.**

**Wednesday, May 25, 2016, at 2:00 p.m. to 3:00 p.m. e.s.t.**

**Wednesday, June 22, 2016, at 10:00 a.m. to 11:00 a.m. e.s.t.**

**Wednesday, June 22, 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".

## Notice AO-1653

### 2 Training Information (Continued)

#### C Registration (Continued)

A registration notification e-mail will be sent to the registrant in approximately 5 minutes. 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](mailto:beverly.onwubere@wdc.usda.gov)
- telephone at 202-401-7171.