

Once logged into the Learning and Development Network, search EOO and click Go. You will find a list of courses available.

The screenshot shows the Learning and Development Network interface for the County of Monterey. The header includes the logo, the title 'Learning and Development Network', and the text 'County of Monterey'. A search bar contains 'EOO' and a 'Go' button. The user is identified as ROSIO QUEZADA on Tuesday, March 07, 2017. A left sidebar lists navigation options like 'My Workspace', 'My Homepage', 'My Learning Plan', etc. The main content area is titled 'Site Search' and shows a list of 7 records found. The records are as follows:

	Title	Type	Action
	EOO: Non-Discrimination & Diversity - General Employees <i>Mandatory Non-Discrimination &amp; Diversity Training</i>	Classroom	View Sections
	EOO: Non-Discrimination & Diversity - Managers & Supervisors <i>Mandatory Non-Discrimination &amp; Diversity Training</i>	Classroom	View Sections
	EOO: Non-Supervisor Prevention of Sexual Harassment and Discrimination Training <i>Employee in Units (A, D, E, G, H, J, K, M, P, Q, R, S, &amp; Z)</i> This required course is designed to rat...	Online	Enroll
	EOO: Prevention of Sexual Harassment Training - General Employees <i>This required training will provide information and practical guidance about County policy, and sta...</i>	Classroom	View Sections
	EOO: Prevention of Sexual Harassment Training - Managers and Supervisors <i>This required training will provide information and practical guidance about County policy, state an...</i>	Classroom	View Sections
	EOO: Supervisor/Manager Accommodating Workers with Disabilities <i>Employees in Units (B, C, F, L, N, O, V, XL, X, Y and ZF). This course provides an overview of disab...</i>	Online	Save Shortcut
	EOO: Supervisor/Manager Prevention of Sexual Harassment and Discrimination Training <i>Employees in Units (B, C, F, L, N, O, V, XL, X, Y and ZF) This required course trains supervisors an...</i>	Online	Enroll

Determine which section you are required to take: EOO: Supervisor/Manager Prevention of Sexual Harassment and Discrimination Training or EOO: Prevention of Sexual Harassment and Discrimination Training—General Employees, click the arrow next to it and select “Enroll”, then click Go. Once in the course, click the drop down arrow and select your Department and then click Enroll.

The screenshot shows the 'Enroll' page in the Learning and Development Network. The header is the same as the previous screenshot. The main content area is titled 'Enroll' and includes a search bar and a 'Go' button. Below the search bar, there is a section for 'Enroll' with the following information:

**Title:** EOO: Supervisor/Manager Prevention of Sexual Harassment and Discrimination Training

**Description:** Employees in Units (B, C, F, L, N, O, V, XL, X, Y and ZF) This required course trains supervisors and managers to identify, avoid and eliminate workplace harassment. The course provides an overview of state and federal equal employment opportunity laws prohibiting sexual harassment, discrimination and retaliation. In addition it also helps supervisors recognize a potential "hostile work environment" and stop inappropriate behavior. 2 hour minimum

**\* Course Credit Options:**  Credit  No Credit

**\* Course Mode Options:**  Normal  Browse  Review

**\* Appointment:** [Dropdown menu]

Buttons:

Once enrolled, you will receive an email confirming your course enrollment and the course will appear on your personal Learning Plan until you have completed the course.

Home >> My Workspace >> My Learning Plan

### My Learning Plan

View all current training activities in which you are participating or are required to complete.

**My Learning Plan**

Some titles are links that allow you to access items in your learning plan. Use the Action menu to perform other tasks.

**Required Training**  
Records found: 4

		Title	Type	Period Start Date	Period Due Date	Period Due Time	Period Progress Status	Action
		ITD: Security Awareness 2012	SCORM 1.2				Not Started	
		RMA: DO NOT USE- REPLACED Administration Employee Policy Refresher Training	Classroom	11/6/2011	11/4/2013	Midnight	Not Started	<a href="#">View Sections</a>
		EOO: Sexual Harassment Awareness	General Course	5/28/2012	5/26/2014	Midnight	Enrolled	
		CAO: On-Line TargetSafety Office Safety	General Course	7/31/2015	8/30/2015	Midnight	Not Started	<a href="#">Save Shortcut</a> <a href="#">Go</a>

**Scheduled Training**  
Records found: 0

**Online Courses**  
Records found: 3

		Title	Enrollment Date	Last Access Date	Action
		CAO: On-Line TargetSafety Fleet Program Aggressive Driving	12/9/2010	12/9/2010	<a href="#">View Details</a> <a href="#">Go</a>
		EOO: Supervisor/Manager Accommodating Workers with Disabilities	9/21/2016	9/21/2016	<a href="#">View Details</a> <a href="#">Go</a>
		EOO: Non-Supervisor Prevention of Sexual Harassment and Discrimination Training	3/7/2017	3/7/2017	<a href="#">View Details</a> <a href="#">Go</a>

To start the course, Click on the Course Title in the Learning Plan. A window will open to the Prevention of Sexual Harassment and Discrimination online training.

#### Online Courses

Records found: 3

		Title	Enrollment Date	Last Access Date	Action
		CAO: On-Line TargetSafety Fleet Program Aggressive Driving	12/9/2010	12/9/2010	<a href="#">View Details</a> <a href="#">Go</a>
		EOO: Supervisor/Manager Accommodating Workers with Disabilities	9/21/2016	9/21/2016	<a href="#">View Details</a> <a href="#">Go</a>
		EOO: Non-Supervisor Prevention of Sexual Harassment and Discrimination Training	3/7/2017		<a href="#">View Details</a> <a href="#">Go</a>

Click on the URL in the upper-left hand corner of the window to launch the course.

Prevent Harassment and Discrimination (CA-11H)



ROSIO QUEZADA ⋮ Exit

Course Outline

Glossary

Company Policy

My Notepad

Ask Instructor

Help



### Employee Anti-Harassment Course

## WELCOME TO THE COURSE

Our organization is committed to providing all employees with a working environment that is free from harassment, discrimination, and retaliation.

This course will help you:

- > identify discrimination and harassment
- > avoid potential problems
- > know what to do if trouble occurs

Please click NEXT to begin

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