

Sexual Harassment Awareness and Prevention Online Training

An online educational training program is available to assist employees of Atlanta Metropolitan State College (AMSC) in recognizing and dealing with sexual harassment issues on campus.

“Harassment or discrimination, in any form, is antithetical to our common purpose of achieving excellence. In particular, sexual harassment should have no place at the college,” “It is the responsibility of every member of the AMSC community to ensure that we maintain a harassment-free environment.”

In keeping with the trend toward online, self-paced learning, this program is a convenient easy-to-use educational tool for faculty, staff and students. It provides a proactive approach to sexual-harassment prevention by clearly defining our mutual rights and responsibilities in the context of federal and state laws including the college policy. We encourage all members of the campus community to take this opportunity to increase your knowledge and understanding of sexual harassment in the workplace.

The online sexual harassment awareness training program provides information ranging from definitions of sexual harassment and instructions on how to file a complaint, to AMSC and Board of Regents policies and federal laws concerning sexual harassment. “It’s intended to both let employees know what conduct is expected and also help those who may be experiencing sexual harassment or problematic behavior so that they can know what their options are and where they can go” [for help]. The online tutorial has different “editions,” depending on whether the user is faculty staff or a student worker and whether the user has supervisory responsibilities.

Major topics covered include the definition of sexual harassment, objectives of the course, information about the laws governing sexual harassment, reporting procedures and campus contact information.

The program also addresses forms of discriminatory harassment other than sexual, such as discrimination based on race, color, religion, age, national origin and disability.

New Media Learning is the provider of this valuable program, and responsible for all updates. We will receive changes as new court decisions in sexual harassment cases are presented.

The program begins with a “pretest” to evaluate users’ current understanding of the issues regarding sexual harassment, and concludes with a mastery test to evaluate knowledge gained through the program.

The program scores results immediately, so users know if their responses are correct or incorrect, and why. Users who answer at least 80 percent of the questions in the mastery test correctly can print a certificate of completion.

Each page of the tutorial features a “contact HR” box where users with questions or comments, or who are experiencing “problematic” situations can contact HR directly via a secure mailbox. That email is pshresults@atlm.edu .

Moreover, links within the tutorial provide more in-depth information about certain topics. The program currently is mandatory, and is a convenient and effective way to train everyone in a unit.

You may access the sexual harassment training online program via these instructions:
www.atlm.edu

Click on the Administration Tab

Scroll down to Human Resources

On the left side of your screen, click on Training and Development

In the center of the page, click on Sexual Harassment and begin the test.

This training is to be used by all employees including those who are newly hired at the beginning of each academic year.

Our office will be available for training sessions each semester for all employees if needed.