

## **Overview**

This course provides participants with the knowledge of the major EEO/AA laws, how those laws are administered and their impact on employers. Participants will be given tools to recognize the basic EEO statutes, and how the current enforcement conditions affect employers. Recent EEO/AA amendments, regulations, guidelines and procedures are also covered.

## **Purpose**

Understanding for practical application. There are a number of EEO-related laws and a complex legal system. The participant will understand each of the laws and the courts and administrative agencies which enforce them.

However, EEO and HR practitioners do not work in the courts. The laws and legal system create parameters which apply to the workplace. The purpose of the course is understanding how the laws affect organizations and people in the day-to-day employment situation and how to use this knowledge of the law to operate within your organization to enhance EEO, identify and address issues of discrimination, and prevent organizational and personal liability. The course provides the theoretical and technical legal framework, then fills it with real life scenarios, practical information, and hands-on techniques which can be applied in the actual workplace.

## **Course Content**

The course covers the scope of EEO law, the legal system, the Constitution, specifics of each law, EEO/AA regulations, administrative actions, elements of discrimination, burdens of proof, evidence and damages, then exercises and practical examples explore how the law actually operates in the real employment environment in the areas of hiring, harassment, discipline-discharge, religious practices and accommodations, disability and accommodation, language, employment policies, training, supervisory practices, managers' duty of care and more.

## **Students will:**

- receive materials and concepts which can be used in training their organization, and how to get attention to the importance of training,
- be able to analyze complex employment situations and identify various EEO issues before they become legal liabilities,
- understand how EEO laws work in conjunction with other employment laws, and be able to operate in coordination with other employment professionals and administrators in their organizations,
- understand how to implement proactive EEO policies and incorporate EEO elements into the overall policies and practices of their organizations, and
- understand the growing dangers of personal liability and be an asset to their organization in preventing personal liability for their managers and administrators (and themselves).