

Equal Opportunity Refresher Course

United States Marine Corps

Brennan Rivera-Jones

Location – Training Bldg A, Rm 123

Date – 1 Nov, 2014

Course # - 12A

WELCOME AND THANK YOU FOR COMING

This 8 hour course meets minimum Equal Opportunity Advising requirements to satisfy annual Equal Opportunity (EO) Representative refresher training. It will provide a basic overview of EO protected categories, regulations, complaint processes and the Informal Resolution System. The course is designed to revitalize EO specialist skills and techniques, address barriers, discuss best practices and benefits. Lesson Objectives are re-enforced with Teambuilding exercises and presentations. The course objective/lessons will vary depending upon revisions.

Equal Opportunity Refresher Course

Table of Contents

| | Page # |
|--|--------------|
| 1. Introduction..... | <u>1</u> |
| 2. Equal Opportunity (EO) Statement..... | <u>2</u> |
| 3. EO Responsibilities..... | <u>3</u> |
| 4. EO Topics to be Covered..... | <u>4</u> |
| a. Sexual Harassment..... | <u>5-9</u> |
| b. Racially Based Behavior..... | <u>10</u> |
| c. Gender Based Behavior..... | <u>11</u> |
| d. Religious Practices..... | <u>12</u> |
| e. Informal Resolution System (IRS)..... | <u>13-14</u> |
| f. Request Mast..... | <u>15</u> |
| g. Fear of Reprisal..... | <u>16</u> |
| 5. Who’s Who..... | <u>19</u> |
| 6. End of Course Critique..... | <u>20</u> |
| 7. Certificate of Completion..... | <u>21</u> |

Special Note to Trainers

Please ensure you properly prepare for each course by following the guidelines below:

- 1) Training room that can accommodate at least 15 students comfortably. Number of students may differ with each course.
 - a) Minimum amount of students is 5
 - b) Maximum amount of students is 25.
- 2) Because this course is taught primarily through power point, please ensure there is a screen provided in the classroom as well as a computer and power outlet. If there is no computer present, ensure you have the capabilities to set up a training laptop on the instructor position.
- 3) This course provides writing material to each student. Ensure you have coordinated with supply and they are aware that each student will need an official Marine Corps notebook and two pens per student.
- 4) A copy of the training slides will need to be provided to each student. Base graphics is in charge of printing and binding these training materials. The instructor will need to email the materials to Bob at materials@training.train at least two weeks in advance.
- 5) The slides for the course are provided below. Please have the video prepped and ready before class starts. This will ensure your internet is working correctly. If for any reason the internet is not working, there will be a hard copy disc that is inside the left pocket of the instructor's training folder.
- 6) The Commanding Officer has requested to be the Guest Speaker for these courses. He comes with his own topics, but will address his expectations of the roles and responsibilities when it comes to EO issues. Ensure classes are scheduled through his secretary at least a week in advance. That office number is xxx-xxxx.
- 7) Print one (1) copy of the End of Course Critique for each student, to be completed, if they so choose, once all training is complete. No instructor will be present during completion. These will be handed in to the S-3.

Course Scheduling Parameters

The S-3 training office is responsible for all classroom training on so-and-so battalion/company.

While the S-3 training coordinator will try to assign specific classrooms to best suited to training needs, it is not always possible to assign an individual class to the room preferred by the instructor.

Due to limited space, as well as the difficulty in developing student's schedules, the following parameters should be observed when building a class schedule:

- 1) Classes must be scheduled according to the standard scheduling times. Deviations are not allowed unless prior approval has been granted through the S-3 training shop.
- 2) Courses must be spread throughout the available day/time periods.
- 3) An overall review of the proposed schedules is the responsibility of the S-3 training shop. Modification to proposed class schedules may be necessary for space reasons.
- 4) Only the S-3 training shop may change the room to which a class is assigned.
- 5) Should a schedule class need to be cancelled, inform the S-3 training shop immediately.

Schedule of Events

Equal Opportunity Refresher Training

01 November, 2014

| <u>Time</u> | <u>Event</u> |
|-------------|--|
| 0800 - 0845 | Introductions - Coffee/Donuts |
| 0845 - 0930 | 45 min Phase 1 topic coverage w/video |
| 0930 - 0945 | Break |
| 0945 - 1030 | 45 min Phase 2 topic coverage |
| 1030 - 1130 | Group activity/Role play - Questions |
| 1130 - 1230 | Lunch |
| 1230 - 1330 | One hour Phase 3 topic coverage - Hands on |
| 1330 - 1345 | Break |
| 1345 - 1430 | Final Phase - Guest Speaker |
| 1430 - 1530 | Questions, Discussions, Review |
| 1530 - 1600 | Course Evaluation (Skills Assessment optional) |
| 1600 | Clean-up and Dismissal |

Example Group Activity Questions

(What would you do?)

1) A co-worker from another department keeps asking one of your people out, and brings candies. Your employee is not interested in dating the coworker and you are on a diet.

[You should step in and put a stop to this before it turns into a lawsuit. The organization knows of the behavior, and so must act.]

2) A delivery person keeps asking your receptionist out, and brings candies. Your employee is not interested in dating the person.

[Even though the delivery person is not in your employ, you must act. Speak to him or her, and if that doesn't help, ask that another driver be assigned to your route.]

3) You are very attracted to one of your subordinates. You are determined to at least find out if the feeling is reciprocated.

[Dating between bosses and subordinates is forbidden at most organizations. Follow your organization policy, or talk to HR.]

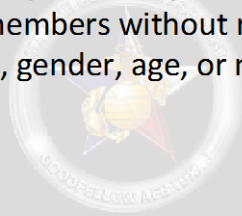
4) Your work area is a back office operation that's pretty hectic, and, you have to admit, a little gross. People swear at each other, call each other names, and make catcalls and comments at each other. One of the workers visits a joke website every morning and shouts out the gross joke of the day. Most of the workers participate, but a few seem uncomfortable.

[This is a hostile environment in the making. You have to tone things down.]
(Bruce 2010).

Phase 1 Training

Equal Opportunity Statement

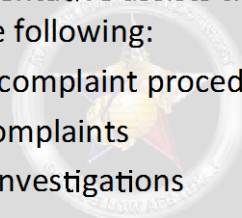
The USMC will provide equal opportunity for all military members without regard to race, color, religion, gender, age, or nation of origin.



EO Rep Responsibilities

The EO Representative assists the Commanding Officer in the following:

- Establishing complaint procedures
- Reviewing complaints
- Conducting investigations
- Identifying training requirements
- Assessing the command climate



EO Topics

- Sexual Harassment
- Racially Based Behavior
- Gender Based Behavior
- Religious Practices
- Informal Resolution System
- Request Mast
- Fear of Reprisals
- Equal Opportunity with Civilians

Sexual Harassment

A form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. It can be conducted either explicitly or implicitly.

Sexual Harassment

Policy:

Sexual harassment will not be tolerated.
Report instances directly to the Equal Opportunity Representative, via the chain of command or primarily via Request Mast.

Sexual Harassment

Examples of Sexual harassment:

- Offensive sexual jokes.
- Displaying sexually suggestive pictures.
- Sexually charged conversations.
- Sexist behavior.
- Sexually oriented email, mail, or phone calls.
- Making offers of promotion, leniency, career advancement, improved evaluations etc, in return for sexual favors.

<http://www.youtube.com/watch?v=ymlAAts6U-4> - Sexual Harassment Video

Sexual Harassment

Sexual Harassment must meet three criteria:

- 1) It must be unwelcome.
- 2) It must be sexual in nature.
- 3) It must occur in or impact the work environment.

Phase 2 Training

Racially Based Behaviors

- The Marine Corps will not tolerate racism or racist behavior.
- Marines make sacrifices for their friends, family, and Corps every day, but most importantly, to each other.
- Marines who commit race-based misconduct will be held accountable.
- One team, one fight.

Gender Based Behaviors

- The Marine Corps will not tolerate discrimination based on gender.
- Trust and respect are building blocks of teamwork.
- Marines who commit gender based discrimination will be held accountable

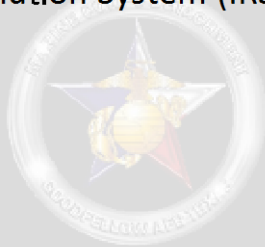
Religious Practices

- Every Marine may participate in religious services of their choice when it does not interfere with regular duties.
- No Marine will be mistreated due to their religious beliefs.

Phase 3 Training

Tools for Dealing with EO Issues

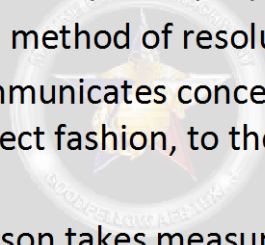
- Informal Resolution System (IRS)
- Request Mast



Tools for Dealing with EO Issues

Informal Resolution System (IRS)

- The preferred method of resolution
- Recipient communicates concerns, in either direct or indirect fashion, to the offending person.
- Offending person takes measures to correct and amend for the offensive action
- Effective, timely, confidential, and allows resolution at the lowest level.



Tools for Dealing with EO Issues

Request Mast

- Request Mast is the primary method for reporting most Equal Opportunity violations that cannot be handled through the IRS.
- Request Mast is every Marine's right.
- Keep your Chain of Command informed
- If you feel anyone is impeding your Request Mast submission, contact the Commanding Officer or EO Rep directly and immediately.

Fear of Reprisal

- You CANNOT be singled out for making a claim.
- If you feel your superiors are seeking revenge against you for your statements come see me, or request mast.

After this final phase of instruction, the Commanding Officer will address the class as our Guest Speaker. He will cover his and other Commanding Officers expectations of their personnel, the IRS, and Request Mast procedures. The CO's office number is xxx-xxxx.

We went over...

Sexual Harassment

Racially Based Behavior

Gender Based Behavior

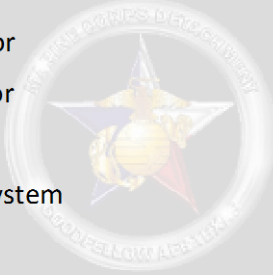
Religious Practices

Informal Resolution System

Request Mast

Fear of Reprisals

Equal Opportunity with Civilians



Questions?



Equal Opportunity Refresher Who's Who

Should you have any questions or concerns, please contact the individuals below:

| | | |
|---------------------|-----------------|----------------------------|
| Instructor A | 234-0987 | InstructorA@web.com |
|---------------------|-----------------|----------------------------|

| | | |
|---------------------|-----------------|----------------------------|
| Instructor B | 123-4567 | InstructorB@web.com |
|---------------------|-----------------|----------------------------|

For Further Reading and Resources:

McCarthy, B. (1990). "Using the 4MAT System to Bring Learning Styles to Schools." *Educational Leadership* 48: 31-37. Web.

Noe, R. (2012). *Employee Training and Development* (6th ed.). McGraw-Hill Higher Education. *Curriculum Development* [PowerPoint slides].

Retrieved from https://learn.unt.edu/bbcswebdav/pid-1946319-dt-content-rid-17235428_1/courses/LTEC.4000.022-NT752.1148.1/CurriculumDevelopment.pdf

Marine Corps Order P5354.1D W/CH 1 (2014). "Marine Corps Equal Opportunity (EO) Manual." *Marine Corps Training*. Web.

Bruce, S. (2010). "8 Harassment Scenarios – What Do You Do When." *Harassment*. Web. Retrieved from

<http://hrdailyadvisor.blr.com/2010/10/25/8-more-harassment-scenarios-what-would-you-do/#sthash.6tgHOErF.dpuf>

End of Course Critique

Course #

1) In your view, what were the three most important weaknesses of the program?

1.

2.

3.

2) In your view, what were the three most important strengths of the program?

1.

2.

3.

3) What is your biggest challenge involving the subject matter?

4) What suggestions do you have to improve this course?

Please circle either Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree on the following questions:

1) The presentation was well organized:

Strongly Agree Agree Neutral Disagree Strongly Disagree

2) The topics covered in this session met my expectations.

Strongly Agree Agree Neutral Disagree Strongly Disagree

3) The support material was useful.

Strongly Agree Agree Neutral Disagree Strongly Disagree

4) Overall, I learned and benefited from this session.

Strongly Agree Agree Neutral Disagree Strongly Disagree

5) The facilitator presented the material in a clear and understandable way.

Strongly Agree Agree Neutral Disagree Strongly Disagree

6) The facilitator was prepared to teach this session.

Strongly Agree Agree Neutral Disagree Strongly Disagree

7) The facilitator moved at an appropriate pace.

Strongly Agree Agree Neutral Disagree Strongly Disagree

Certificate of Training Completion

Certificate of Completion

THIS AWARD CERTIFIES THAT

HAS SUCCESSFULLY COMPLETED

Equal Opportunity Refresher Course

Date

Instructor

Mr. Instructor, Main A.