From: Claps, Rocco </O=STATE OF ILLINOIS/OU=FIRST ADMINISTRATIVE GROUP/CN=RECIPIENTS/CN=ROCCO.CLAPS>
Sent: Friday, July 9, 2010 3:30 PM
To: [redacted] Irving, Toni <Toni.Irving@Illinois.gov>
Cc: White, Kim <Kim.White@Illinois.gov>
Subject: Re: IDHR Training Programs

Thanks Kim.
Rocco Claps

From: [redacted]
To: Irving, Toni; Claps, Rocco
Cc: White, Kim
Sent: Thu Jul 08 20:45:03 2010
Subject: IDHR Training Programs

Hi Toni:

Director Claps asked that I send you descriptions of our training classes that deal with violence/anti-violence issues. As per your request, the following training classes offered by the Illinois Department of Human Rights Training Institute deal with workplace violence prevention:

- Diversity Awareness

Workforce diversity is a reality in the workplace of the 21st century. This training identifies the on-going process of recognition, understanding and acceptance of the variety and complexity of people with whom we must interact. It gives participants an opportunity to explore diversity issues from both personal and professional perspectives through lecture, group interaction, open dialogue and short exercises. In addition, participants investigate the impact that micro-inequities, bias and stereotypes have on the workplace.

- Conflict Resolution - A Win/Win Approach

Conflict is a natural part of life and an inevitable result of social interaction. How conflict is resolved can make the difference between a productive and nonproductive workplace. Utilizing a series of interactive exercises participants learn how to identify sources of conflict and determine the steps necessary for resolution through collaboration. Learning how effectively handle conflict can benefit all parties and provide a more open and positive exchange in the workplace.

- Sexual Harassment Prevention

Many people have preconceived ideas about what constitutes sexual harassment in the workplace. In today‧s society there is no room for doubt and employees need to know for certain what is sexual harassment. By engaging in a series of thoughtful discussions and exercises, employees learn that the perception of what sexual harassment is varies from person to person. By the end of the training employees will be able to identify, stop and prevent quid pro quo and hostile work environment sexual harassment, and employ several precautionary measures to avoid misunderstandings and accusations of sexual harassment in the workplace.

- Harassment in the Workplace: What Every Employee Should Know

Harassment represents one of the most destructive workplace issues faced by public and private employers today. In addition to sexual harassment, there are liability issues based on race, color, national origin, religion, gender, disability, age and others. Harassment can manifest in jokes, negative stereotyping, hostile acts or simple thoughtless comments, but the ultimate outcome is the same: legal liability, profound emotional stress, lower employee morale and reduced productivity. Now more than ever, it's important to train all personnel to recognize the various forms of harassment and eliminate it in your organization.

- Gender Identity and Sexual Orientation in the Workplace: Can't We All Just Get Along?

Employers have a responsibility to maintain a work environment that is free from all discrimination and harassment for all employees. This training seeks to bridge the gap between myth and fact regarding issues pertaining to gender and sexual orientation in the workplace. Typically, discriminatory behaviors and attitudes are rooted in fear and lack of knowledge. During this workshop/seminar, participants will explore why we fear that which is different and look at alternatives to fear and intolerance by engaging in meaningful dialogue and activities designed to dispel myths of people who are perceived differently.

For a full list of our course offerings please click on the following link:

http://www.state.il.us/dhr/Institute/Contents.htm

If you have any questions or require additional information, do not hesitate to let me know.

Kim White

Kim