



HLC Accreditation Evidence

Title: Employee Training Descriptions

Office of Origin: Human Resources

Barton Community College Mandatory Employee Training

101: Intersections: Preventing Harassment & Sexual Violence (EDU-US)

Course Content

Intersections, Part I: Protecting Employees engages employees and raises their awareness about harassment and discrimination by explaining the law, as well as how to recognize harassment and discrimination, and report misconduct to the appropriate person. It provides them with practical tips on helping maintain a safe, inclusive environment for work, including safe and positive options for bystander intervention, advice on using inclusive language in the workplace, and information on microaggressions.

LawRoom's expert team of instructional designers and legal editors have developed Intersections to provide users with a learning experience that is driven by narratives and immersive interactions. These interactive exercises engage users with realistic situations and tasks, and cover all aspects of an employee's role in promoting a harassment and discrimination free workplace.

Intersections, Part II: Protecting Students, trains employees how to identify and report sexual and interpersonal misconduct against students, covering awareness and prevention subjects required by Section 304(a)(5) of the Violence Against Women Reauthorization Act of 2013 (known as the "Campus SaVE Act"), as well as Title IX of the Education Amendments Act of 1972.

300: Intersections: Supervisor Anti-Harassment & Title IX (EDU-US)

Course Content

Intersections invites supervisors to consider the nature of harassment and discrimination. Filled with engaging interactive exercises, it covers all aspects of a supervisor's role in promoting a harassment and discrimination free workplace as well as their responsibility to students under Title IX and the Campus SaVE Act. Intersections helps supervisors understand the law; recognize harassment, discrimination, and gender-based violence; and respond to misconduct appropriately. It provides them with practical tips on creating a safe, inclusive environment for learning and work, including safe and positive options for bystander intervention, advice on using inclusive language in the workplace, and information on microaggressions. LawRoom's expert team of instructional designers and legal editors have developed "Intersections" to provide users with a flexible user-directed learning experience, driven by narratives and immersive interactions, that engages users with realistic situations and tasks.

Course Purpose

With dozens of interactive scenarios based on real-life cases, Intersections will engage supervisors and give them the skills to respond to and prevent harassment in your organization.

130: Drugs & Alcohol at Work

Course Content

This course is designed to train employees about the dangers of drugs and alcohol in the workplace. It shows employees the negative impact of substance abuse, and discusses the physiological and behavioral effects of commonly abused substances. It also covers the disease of addiction, the employer's anti-drug and alcohol policy, the consequences for violations, and resources for employees.

Course Purpose

Drug and alcohol abuse is a major problem in the workplace, leading to accidents, injuries, missed work, and low productivity. All employees should be trained on the dangers of substance abuse, as well as the specifics of their employer's policies. Additionally, the U.S. Department of Labor (DOL) expects employers to provide detailed training on their policies to comply with the Drug Free Workplace Act. This course may be used "as is," or is easily customized for covered employers to satisfy the DOL's requirements.

215: Supervisor Accommodating Workers With Disabilities (NA)

Course Content

This course provides an overview of California and federal laws prohibiting disability discrimination, defining protected individuals and types of disabilities, and describing the interactive process and reasonable accommodations. It also identifies

common problem areas and offers practical skills for accommodating qualified applicants, employees, and students with disabilities.

Using interactions to apply this knowledge in real-world examples, supervisors practice their skills so they are prepared to recognize protected individuals, respond to requests for accommodation, engage in the interactive process, and explore different types of accommodations.

Course Purpose

This course covers the fundamentals of federal disability discrimination law, explaining legal requirements in easy-to-understand terms and using interactions that are based on real cases to reinforce learning objectives.

706: Bloodborne Pathogens (US.2)

Course Content

The Occupational Safety & Health Administration (OSHA) requires that all employees who might reasonably be expected to have occupational exposure to blood or other potentially infectious material receive training and retraining about bloodborne pathogens.

Course Purpose

This course focuses on substances likely to contain HIV, HBV, and HCV, how those pathogens are transmitted, practices that minimize the risk of exposure, what to do if there is an exposure incident, and how to handle and dispose of contaminated items. The course also addresses universal precautions and personal protective equipment, plus the basics of cleanup, decontamination, and disposal.

The College is researching the possibility of incorporating the following courses during FY 2107-18.

Diversity: Skills for Collaboration

Course Content

Diversity in the modern workplace can be challenging. However, when approached from a human and humane perspective, diversity challenges can instead become valuable opportunities for workplace inclusion.

This course uses the unique experiences of real people to explore key concepts such as identity, power, privilege, and communication. By gaining a better appreciation for our shared experiences of difference, our shared expectations of respect, and our shared need to belong and feel appreciated, employees are encouraged to identify how they can create more inclusive and accepting workplaces.

Course Purpose

A diverse workplace must also be inclusive. By focusing on key concepts that shape our world and inform our shared values and shared experiences, this course explores the nature of diversity and provides practical strategies for workplace inclusion.

Code of Conduct: Data Security

Course Content

This short module defines the data security problem, identifies the types of information that need to be protected, and provides best practices for protecting an organization's sensitive information and valuable assets.

Course Purpose

Provides a short but powerful message that individuals provide the best data security and that the organization's code of conduct provides the organization's standards for keeping data secure.

Checkpoint: Data Security & Privacy

Course Content

People, not technology, are the greatest vulnerability in an institution's data security program. Checkpoint: Data Security and Privacy addresses the human element in data security. The course instills in employees a sense of responsibility, teaches them to recognize potential attacks and risky behaviors, and shows them how to respond mindfully to cyberattacks. Along the way, employees have the opportunity to apply what they've learned in a variety of realistic scenarios. Specific topics include phishing

pharming, social engineering, secure wireless connections, creating strong passwords, encryption, safe browsing, and watering hole attacks.

Course Purpose

Because human psychology lies at the heart of employee mistakes, data security training must take into account the biases and tendencies that make employees vulnerable. Checkpoint: Data Security and Privacy addresses the human element in data security.

Cleary Act Basics**Course Content**

This course is designed to help employees understand what information needs to be gathered so that the persons responsible for preparing the school's annual fire and security reports have all the necessary data on relevant crimes, fires, or missing student reports for inclusion in the Clery statistics. The course uses real-world scenarios and interactive exercises to educate employees on their duty to report relevant information to the proper campus authorities, and raises awareness of the important role they play in the institution's legal compliance.

Course Purpose

The Clery Act is a federal law that requires colleges and universities participating in federal student aid programs to annually disclose campus crime and fire statistics, as well as security policies and procedures. This course helps schools comply with the Clery Act by training employees on the law's reporting requirements. It educates employees who may receive information about or reports of criminal activity, missing students, or fires that need to be included in Clery Act statistics on their legal obligations.