



Learning Manager courses

Equal Employment Opportunity

Help foster diversity in your workplace.

Learning Manager's *Equal Employment Opportunity (EEO)* course provides a comprehensive introduction to the key concepts of EEO, including bullying, harassment, discrimination and diversity. It outlines the rights and responsibilities of all employees, with a focus on the positive benefits of an EEO-aware workplace.

The course has six modules that are completed online at the learner's convenience, with assessments and results given at the end of each module. Other features include a glossary of key terms, a help menu, and a bookmark function.

What's covered

- ◆ Defining EEO
- ◆ Costs & benefits of EEO
- ◆ EEO laws & systems
- ◆ Types of discrimination
- ◆ Harassment and bullying
- ◆ Dealing with grievances and complaints
- ◆ Building productive diversity in your workplace



For further information on this or our other Learning Manager courses, please contact the *risksupport* Helpdesk on:

1300 660 827
www.risksupport.org.au

www.ccinsurance.org.au

Catholic Church Insurance Limited
ABN 76 000 005 210, AFSL no. 235415
GPO Box 180 Melbourne 3001

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