



# MCAD Discrimination Prevention Training Programs

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## TRAIN-THE-TRAINER SERIES

- Preventing Discrimination in the Workplace (February 2010)
- Preventing Harassment in the Workplace (March 2010)

## TRAIN-THE-TRAINER PREREQUISITES (January 2010)

- Introduction to Employment Discrimination Law (1a)  
or
- The Lawyer as Trainer (1b)
- Introduction to Training Delivery Skills: Needs Assessment, Facilitation and Follow-Up (2a)  
or
- Applying Instructional Design Skills to Discrimination Prevention Training (2b)

## CONDUCTING INTERNAL DISCRIMINATION COMPLAINT INVESTIGATIONS (April 2010)

- *Prerequisite:* Introduction to Employment Discrimination Law (3a) (required for those who have not completed 1a or 1b)

## General Information about the Program

The Massachusetts Commission Against Discrimination (MCAD) offers the opportunity for individuals who provide or seek to provide employment discrimination prevention training, conduct internal discrimination complaint investigations, and/or respond to accommodation requests to attend four MCAD-certified programs. In addition to the program's half-day prerequisite sessions, there are two sessions in the MCAD *Train-the-Trainer* series and two additional sessions, *Conducting Internal Discrimination Complaint Investigations* and *Responding to Accommodation Requests*. These courses are designed for:

- Human resources managers, EEO officers, and training directors, and
- Employment lawyers, diversity consultants and others who provide training and/or investigations as external consultants to employers.

## The MCAD Train-the-Trainer Series

Participants in either or both of Train-the-Trainer courses must attend two half-day prerequisites: Prerequisite 1: *Introduction to Employment Discrimination Law* or *The Lawyer as Trainer* and Prerequisite 2: *Introduction to Training Delivery Skills* or *Applying Instructional Design Skills*. Admission to each prerequisite depends on participants' level of knowledge and experience in the subject area. The application form specifies the requirements for attendance in each prerequisite.

The *Train-the-Trainer* series includes Trainer Course 1: *Preventing Discrimination in the Workplace* (three days) and Trainer Course 2: *Preventing Harassment in the Workplace* (two days). Individuals may enroll in one or both courses.

Individuals who complete Trainer Course 1 and/or 2 (including the prerequisites) have the opportunity to be placed on the MCAD's list for referral to employers seeking trainers, and are eligible to deliver Commission-ordered remedial training. The MCAD may require supplementary training in the future in order to maintain eligibility to conduct Commission-ordered training and remain on the referral list.

## Additional MCAD Discrimination Prevention Program

### Conducting Internal Discrimination Complaint Investigations

This course begins with Prerequisite 3: *Introduction to Employment Discrimination Law*. (Prerequisite 3 is not required for those who have completed Prerequisite 1A or 1B.) Individuals who complete the Investigations course have the opportunity to be placed on an MCAD referral list for employers seeking to hire an internal investigator. The MCAD may require supplementary training in the future to maintain eligibility for investigation referrals.

### Responding to Accommodation Requests

This course begins with Prerequisite 3: *Introduction to Employment Discrimination Law* (not required for participants who have completed Prerequisite 1A or 1B.)

### Faculty

The course faculty includes the MCAD Director of Training, and several additional workplace discrimination trainers with years of experience in civil rights litigation, instructional design, group facilitation, internal investigations, and/or responding to accommodation requests.

### Enrollment Information

Enrollment is limited. To apply, please submit the attached application form and payment as instructed. **Applications are accepted on a first come, first served basis, with most courses filling by December 1, 2009.** For further information, please call the MCAD Training Unit at 617-994-6072.



**M C A D**  
Certified Training

## LOCATION

The Conference Center at  
Bentley University  
Waltham, Massachusetts

**TUITION** includes written materials

- **Both Prerequisites plus either Trainer Course 1 or Trainer Course 2**.....\$695  
Employees of nonprofits of 40 or fewer employees.....\$395
- **Both Prerequisites plus Trainer Course 1 and Trainer Course 2** .....\$995  
Employees of nonprofits of 40 or fewer employees.....\$695
- **Law Prerequisite plus Conducting Internal Complaint Investigations or Accommodations Course (only)** .....\$395  
Employees of nonprofits of 40 or fewer employees.....\$245

*Special Discounted Pricing for participants who enroll in a total of 3 of the 4 Courses.....\$1295  
In all of the 4 Courses.....\$1595*

*Special Discounted Pricing for employees of nonprofits of 40 or fewer employees who enroll in a total of 3 of the 4 Courses....\$845  
In all of the 4 Courses.....\$995*

## COURSES IN THE TRAIN-THE-TRAINER SERIES

Anyone attending either or both *Train-the-Trainer* courses must complete Prerequisite 1A or 1B, and Prerequisite 2A or 2B.

### **Prerequisite 1A: Introduction to Employment Discrimination Law**

Wednesday, January 13, 2010, 9:30 a.m. - 12:30 p.m.

This overview of state and federal employment discrimination laws is appropriate for human resources professionals, consultants, and attorneys for whom employment law is less than half of their practice.

### **Prerequisite 1B: The Lawyer as Trainer**

Wednesday, January 13, 2010, 1:30 p.m. - 4:30 p.m.

The course focuses on the role of discrimination prevention training as mitigation and remediation, and special skills for lawyers who sometimes serve as trainers. Only practicing employment attorneys will be admitted to Prerequisite 1B.

### **Prerequisite 2A: Introduction to Training Delivery Skills: Needs Assessment, Facilitation, and Follow-Up**

Thursday, January 14, 2010, 9:30 a.m. - 12:30 p.m.

This is an introduction to how to develop and implement effective training programs. Anyone who has not received prior classroom instruction in instructional design must select this section of the course.

### **Prerequisite 2B: Applying Instructional Design Skills to Discrimination Prevention Training**

Thursday, January 14, 2010, 1:30 - 4:30 p.m.

Aimed at graduates of instructional design courses only, this course discusses the distinct challenges of discrimination prevention training, including issues of potential training-related liability. (Note: We recommend that even experienced trainers attend Prerequisite 2A if they have not previously completed classroom instruction in training.)

After completing Prerequisites 1 and 2, individuals are permitted to enroll in any of the four remaining courses.

### **Trainer Course 1: Preventing Discrimination in the Workplace**

Tuesday, Wednesday, and Thursday, February 9, 10, and 11, 2010, 9:30 a.m. - 4:30 p.m.

This course prepares participants to deliver thorough, accurate, interactive training to prevent discrimination in hiring, benefits, performance management, promotion, termination and other aspects of employment. In addition, participants learn the essential ingredients of training related to disability and religious accommodation. The course includes model training segments for supervisors and line staff, and a practicum where students receive feedback from seasoned discrimination prevention trainers.

### **Trainer Course 2: Preventing Harassment in the Workplace**

Wednesday and Thursday, March 3 and 4, 2010, 9:30 a.m. - 4:30 p.m.

This course prepares participants to deliver thorough, accurate, interactive training to prevent discriminatory harassment in the workplace based on sex, race, national origin, religion, age, disability, sexual orientation and other factors. The course includes model training segments for supervisors and line staff, and a practicum where students receive feedback from seasoned harassment prevention trainers.

## ADDITIONAL COURSES

### **Prerequisite 3: Introduction to Employment Discrimination Law**

Wednesday, March 24, 2010, 9:30 a.m. - 1:00 p.m. (required for those who do not complete Prereq. 1A or 1B, will be held at 1 Ashburton Place, Boston)  
Practicing employment attorneys are exempt from this prerequisite.

### **Conducting Internal Discrimination Complaint Investigations**

Wednesday and Thursday, April 7 and 8, 2010, 9:30 a.m. - 4:30 p.m.

This hands-on training explores employers' responsibilities to conduct internal discrimination complaint investigations; presents effective methods for conducting a comprehensive investigation; and gives participants the opportunity to practice investigation skills using realistic case scenarios.

### **Responding to Accommodation Requests**

Tuesday, Wednesday, and Thursday, May 18, 19 & 20, 9:30 a.m. - 4:30 p.m.

This hands-on training explores employers' responsibility to provide disability and religious accommodations at every stage of the employment relationship; presents effective methods for considering and implementing accommodation requests; and gives participants the opportunity to practice their skills using realistic case scenarios.

## Registration Process

To register, please follow these steps:

1. Please complete this form and mail it at your earliest convenience. Enrollment is limited. Most courses will fill by **December 1, 2009**. Participants will be accepted on a first-come, first-served basis.
2. Enclose payment by check payable to *Commonwealth of Massachusetts*.
3. Mail the form and payment to:  
Becky Shuster  
Director of Training  
MCAD  
1 Ashburton Place  
Room 601  
Boston, MA 02108

## Further Information

For further information, please call the MCAD Training Unit at 617-994-6072.

## Registration Form

1. Name \_\_\_\_\_  
E-mail \_\_\_\_\_  
Employer \_\_\_\_\_  
Title \_\_\_\_\_  
Office Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_
2. PROGRAMS TO WHICH YOU ARE APPLYING:
  - Prerequisite 1A: Introduction to Employment Discrimination Law** – Wednesday, January 13, 2010, 9:30 a.m. - 12:30 p.m.
  - or*
  - Prerequisite 1B: The Lawyer as Trainer** – Wednesday, January 13, 2010, 1:30 pm - 4:30 pm
  - Prerequisite 2A: Introduction to Training Delivery Skills: Needs Assessment, Facilitation, and Follow-Up** – Thursday, January 14, 2010, 9:30 a.m. - 12:30 p.m.
  - or*
  - Prerequisite 2B: Applying Instructional Design Skills to Discrimination Prevention Training** – Thursday, January 14, 2010, 1:30 - 4:30 p.m.
  - Trainer Course 1: Preventing Discrimination in the Workplace** – Tuesday, Wednesday, and Thursday, February 9, 10, and 11, 2010, 9:30 a.m. - 4:30 p.m.
  - Trainer Course 2: Preventing Harassment in the Workplace** – Wednesday and Thursday, March 3 and 4, 2010, 9:30 a.m. - 4:30 p.m.
  - Prerequisite 3: Introduction to Employment Discrimination Law** – Wednesday, March 24, 2010, 9:30 a.m. - 1:00 p.m. (required only for those who do not complete 1A or 1B; practicing employment attorneys exempt)
  - Conducting Internal Discrimination Complaint Investigations** – Wednesday and Thursday, April 7 and 8, 2010, 9:30 a.m. - 4:30 p.m.
  - Responding to Accommodation Requests** – Tuesday, Wednesday, and Thursday, May 18, 19 and 20, 9:30 a.m. - 4:30 p.m.
3. FEE ENCLOSED: \$ \_\_\_\_\_

4. Is it OK for us to send you an acceptance letter via email? \_\_\_\_\_