

# MCAD 2020 COURSES FOR EEO PROFESSIONALS

The Massachusetts Commission Against Discrimination (MCAD) offers training courses for individuals who provide, or who want to provide, Employment Discrimination Prevention trainings; conduct internal discrimination complaint investigations; or respond to accommodation requests. These courses are designed for the following audiences:

- Human Resources Managers, EEO Officers, Training Directors
- Employment Attorneys, Diversity Consultants and Trainers who investigate and consult on accommodation requests as external consultants to employers.

## COURSE DESCRIPTIONS

### ➤ **Train-the-Trainer: Preventing Workplace Discrimination & Harassment**

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

2020 Boston Dates: 1/15, 1/16, 2/4, 2/5, & 2/6 (snow days: 1/17, 2/7)

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

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.

2020 Boston Dates: 3/31\*, 4/1, & 4/2 (snow day: 4/3)

2020 Springfield Dates: 9/22\*, 9/23, & 9/24

### ➤ **Responding to Accommodation Requests**

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

2020 Boston Dates: 3/31\*, 5/5, 5/6, & 5/7

\* *Train-the-Trainer enrollees are excused from the 3/31/2020 and 9/22/2020 training days.*

## Pricing

Train-the-Trainer.....\$1,195

Conducting Internal  
Investigations.....\$495

Responding to Accommodation  
Requests.....\$695

**Combo Offer (Save 16%)**

All Three Courses.....\$1,995

Registration is accepted on a first come, first served basis. Payment is required to confirm registration. Courses fill fast!

**Register now!**

<http://bit.ly/2oQrg7c>

## MCAD REFERRAL LIST

Completion of an MCAD course allows individuals to be placed on the MCAD Referral List for employers seeking a discrimination prevention trainer, internal investigator, or consultant for accommodation requests.

Please contact the MCAD Training Unit with any questions at (617) 994-6072 or [tassistant@mass.gov](mailto:tassistant@mass.gov)

# STOP DISCRIMINATION BEFORE IT STARTS!



The Massachusetts Commission Against Discrimination (MCAD) offers comprehensive **Discrimination Prevention Training** and outreach opportunities designed to educate attendees on their rights, and to teach organizations about their responsibilities under the anti-discrimination laws of Massachusetts.

## ► PUBLIC TRAININGS AT THE MCAD

Public Trainings are conducted quarterly and take place at an MCAD office near you! Public trainings run for three hours and cost \$250 flat fee for up to three attendees, unless otherwise noted. *Registration is required.*

- Preventing & Addressing Workplace Discrimination (4 hrs)
- Preventing & Addressing Sexual Harassment at Work (6 hrs)
- Preventing & Addressing Housing Discrimination (3 hrs)
- Preventing & Addressing Public Accommodation Discrimination (3hrs)

**Register** for a Public  
Training at the MCAD  
<http://bit.ly/2yPQZnD>

## ► PRIVATE TRAINING AT YOUR ORGANIZATION

Private Trainings, conducted at your location, are designed by our expert trainers who work with your office to create a custom-tailored program that meets the operational goals of your organization. Private trainings typically are three hours and start at \$800. Topics include:

- Conducting Internal Investigations (6 hrs.)
- Responding to Accommodation Requests (3 hrs)
- Preventing & Addressing Workplace Discrimination (3 hrs)
- Preventing & Addressing Sexual Harassment at Work (3 hrs)
- Preventing & Addressing Sexual Harassment at Work – Supervisors (6 hrs)
- Preventing & Addressing Housing Discrimination (3 hrs)
- Preventing & Addressing Public Accommodation Discrimination (3 hrs)

**Request** a  
Private Training  
<http://bit.ly/2zy6lKv>

## ► FREE “KNOW YOUR RIGHTS” PRESENTATIONS

The MCAD offers free 90-minute *Know Your Rights* presentations for community organizations in Massachusetts. These trainings are intended for the constituents served by local non-profit organizations, schools, and community interest groups.

**Request a Know Your  
Rights Presentation**  
[training.assistant@state.ma.us](mailto:training.assistant@state.ma.us)

## ► MCAD SPEAKERS AT YOUR UPCOMING EVENT

In an effort to better educate the public on the work of the Commission, the laws we enforce, and our processes, the MCAD is happy to send a representative to your upcoming event, to present on a particular topic within our jurisdiction, deliver remarks, or participate in a panel discussion, free of charge. We request that invitations be submitted 30 days in advance and have a minimum of 15 attendees.

**Invite** an MCAD Speaker  
to Your Next Event  
<http://bit.ly/2zxgpW3>

Please contact the MCAD Training Unit with any questions at (617) 994-6072 or [tassitant@mass.gov](mailto:tassitant@mass.gov)