



TO: APSU Faculty and Staff
FROM: Sheila M. Bryant, Affirmative Action Director
Office of Affirmative Action
RE: Sexual Harassment Prevention Training
DATE: February 1, 2006

The Office of Affirmative Action announces a new online training program entitled *Preventing Sexual Harassment*. Any member of the APSU community can take the online tutorial that not only explains the types of inappropriate behavior, but also offers scenarios to better illustrate what does and does not constitute sexual harassment. In addition, this training discusses Federal Law, TBR and APSU policies regarding sexual harassment and outlines the procedures for reporting this type of behavior. This program is designed for the busy professional; it is a new, convenient and easy way to complete training at APSU!

TBR Policy P-080 and APSU Policy 5:003 require measures to periodically educate and train employees regarding conduct that could be a violation of policy. Therefore, this course is mandatory for all APSU employees. Current employees must complete the course by **March 31, 2006**. New employees beginning February 2, 2006 or after will be required to complete the training within 60 days of hire date.

Since this is mandatory training, we request that all division and departmental leaders set aside time during the course of the work day/shift to allow employees time to complete the course. The course is online and can be completed anytime you decide and from anywhere that has internet access. If you are interrupted, you can bookmark your place and come back to it later. It takes approximately 60 minutes to complete and is very user friendly. If a room is needed, please contact me via e-mail at bryantsm@apsu.edu, and I will reserve a room with internet access so that employees can complete the training in one session.

You may access the training from the Affirmative Action Webpage http://www.apsu.edu/affirm_action/ by clicking on the Online Training Hyperlink and then clicking on the Required Sexual Harassment Training Hyperlink. If you prefer you may also access the training through the following link: <http://apsu.skillport.com/skillportfe/login.action>

Upon completion of the reading section, you will be required to take a 15-question mastery test and obtain a score of 80% (three incorrect answers) or higher to satisfy this training requirement. If you achieve a score of 80% or higher, we request that you fill in your name and identify (from a drop down menu) your department. Your name, department, and test score will be forwarded to the Office of Affirmative Action. You may also print a certificate of completion upon completing the training.

Please refer to the Frequently Asked Questions Section on the Affirmative Action Webpage for additional information: <http://apsu.skillport.com/skillportfe/login.action>

If you have any questions or concerns, please contact me at extension 7178 or via e-mail at bryantsm@apsu.edu.