Equal Employment and Diversity Fundamentals

General FAQs

What is Equal Employment and Diversity Fundamentals (EEODF)?
The Equal Employment Opportunity Institute (EEOI) is intended to provide State government executives, managers and
supervisors with practical training that will assist them in becoming more effective managers and supervisors of an
increasingly diverse workforce. The EEOI is intended to increase understanding among managers and supervisors of their
roles and responsibilities in managing employees from different backgrounds and cultures, and the corresponding laws,
policies and employment practices and techniques complementing this purpose.

Is Equal Employment Opportunity and Diversity Fundamentals (EEODF) required?
Yes. EEODF, formally known as EEOI: Equal Employment Opportunity Institute, is required by law under G.S. 126.16.1:
EEODF is required for all state government employees who were hired, promoted or appointed to the position of
supervisor or manager on or after July 1, 1991. Managers and supervisors hired, promoted or appointed prior to July
1,1991 are strongly encouraged to participate in the EEODF.

If I have already taken EEOI or EEODF, do I have to take it again?
No. If you have already taken EEOI or EEODF, you can verify your course completion with Sarah Dreier-Kasik, Learning
& Development Consultant at s_dreier@uncg.edu or at 336-334-9795.

Can I take this workshop if I am not a supervisor or manager?
No. Once you are in a supervisor or manager position, you will be able to take this workshop. However, UNCG Learning
and Development is coordinator other training concerning equity, diversity, and inclusion.

What is the difference between Level I and Level II?
Level I is a hybrid learning module providing online and classroom instruction. Level II provides a condensed learning
format which is delivered in in a one-day classroom session.

Can I request to take Level II if I do not want to participate in Level I?
No. Your level of participation is based on your supervisory/managerial position type. UNCG has confirmed the
appropriate participation level for all supervisors, managers and executives with the Office of State Human Resources.

FAQs for Level I Participants (Supervisors and Managers)

Who should participate in Level I?
Level I is designed for supervisors and managers. **Supervisory positions** are defined as positions in which the majority of
the work performed is directing the work of other positions. These employees have the authority to assign work and to
evaluate work; to hire employees; to discipline or dismiss employees; or have significant input into such actions.
**Managerial positions** are defined as positions which manage established divisions or subdivisions of an agency. These
employees direct the work of one or more supervisors and have the authority to hire, reward, discipline, or discharge
employees. These employees may also provide suggestions for changes in policy to senior executives with policy-making
authority.

What is included in Level I training (for supervisors and managers)?
Level I participants will complete a hybrid training consisting of six online modules, a final assessment, and one-day 8-
hour instructor-led classroom training. Monthly classroom training are held from 8:30am to 4:30pm.
Do I have to take the online portion first?
Yes. The online portion, which takes roughly 3.5 hours to complete, must be completed prior to registering for the instructor-led classroom training.

How many modules do I need to complete for the online portion?
The online portion has 6 modules with a “knowledge test” at the end of each one. You must pass each test before moving on to the next module. There is a final assessment exam that you must pass before completing the online portion.

Do the online modules have to be completed in one session?
The online modules take about 3.5 hours to complete but do not have to be completed in one session. Registration for instructor-led classes will close three (3) days prior to the class. Intended learning objectives are best achieved when the online modules and assessments are completed in the same sitting.

When can I register for the classroom session?
The online modules must be completed and a 70% passage on the final assessment is required before registering for and attending the full-day instructor-led classroom session. If you fail to achieve the passage rate you can automatically retake the assessment up to three (3) times. You cannot be admitted to an instructor-led class without completing all learning objectives and passing the final assessment.

What are the dates for Level I classroom training?
UNCG Greensboro classroom sessions for 2018 are scheduled for 11/27, 12/14, 12/18. UNCG Greensboro classroom sessions for 2019 are scheduled for 1/11, 1/22, 2/8, 2/26, 3/26, 4/23, 6/25, 7/23, 8/27, 9/24, and 10/22.

What if I have already completed the online modules?
For participants who have successfully completed the online modules, the first EEODF instructor-led course at UNCG is scheduled for Tuesday, November 27, 2018. Additional classroom sessions at UNCG are available at least once a month through October 2019. In addition, please continue to check the North Carolina Learning Center for additional class dates.

When can I start the online portion?
Now! First, begin by registering online with the NC Learning Center.

How do I register for EEODF Level I?
Level I participants will register for each part (online modules and classroom session) on the NC Learning Center site. If you do not have an account with the NC Learning Center, you will be prompted to create one on the sign in page. A Quick Reference Guide is available to provide step-by-step instructions for creating and account and registering for EEODF.

Can I use my UNCG single sign-on to create an account for the NC Learning Center?
No single-sign on is not available. However, please use your Spartan email (@uncg.edu) to create an account.

FAQs for Level II Participants (Executive Managers)

Who should participate in Level II?
Level II is designed for executive managerial positions. Executive managerial positions are defined as policy-making positions. Specifically, employees in these positions are agency/department heads, university chancellors, deputies, assistants, vice-chancellors, and other policy makers.

What is included in Level II training?
Level II participants will only complete a one-day instructor-led classroom training. The one-day training will be held at UNCG, from 8:30am to 4:30pm. There is no online instruction for Level II training.

What are the dates for Level II classroom training?
UNCG has arranged EEODF Level II to be held on campus Friday, June 21, 2019, and Friday, June 28, 2019. You are only required to attend one classroom session. The classroom training is facilitated by state-certified adjunct trainers from the North Carolina Office of State Human Resources (OSHR).
If I am a Level II participant and I am not able to attend the June 21st or June 28th date, can I attend one of the Level I classroom dates?
No. The Level II classroom sessions are instructed by state-certified adjunct trainers from the North Carolina Office of State Human Resources (OSHR) and provide a different structure and execution of learning objectives.

How do I register for EEODF Level II?
Participants expected to attend EEODF Level II will receive a registration invitation from Sarah Dreier-Kasik by November 30, 2018. The invitation will include a survey to select one of the two available classroom dates. Once you have selected a date, you will receive a confirmation email with a calendar appointment to confirm your selection. If you did not receive a registration invite, please email or call Sarah at s_dreier@uncg.edu or at 336-334-9795.

Technical FAQs and More Information

Who should I contact if I have questions about the EEODF content, curriculum, learning objectives or course design?
For general EEODF questions, please contact Veronica Sills, EEO Consultant and Investigator at v_sills@uncg.edu or 336-334-5166.

I am having difficulty with navigating the NC Learning Center site? Who should I contact?
For resolving technical difficulties with the NC Learning Center and online support for the NC Learning Center site, please email lmssupport@nc.gov. An OSHR representative typically responds within 1-2 business days.

I am having technical difficulty with my computer or need other technical support. Who should I contact?
For UNCG technology questions, contact 6-TECH at https://its.uncg.edu/services/.

Who should I contact if I have questions about other courses available through the UNCG Learning and Development catalog?
Human Resources offers a rich selection of professional development opportunities to UNCG employees, management, and leadership as well as our colleagues in the local community. For more information about available workshops, go online to the UNCG Learning & Development website.