



# Frequently Asked Questions

## Equal Employment and Diversity Fundamentals

### General FAQs

#### **What is Equal Employment and Diversity Fundamentals (EEODF)?**

The Equal Employment Opportunity Diversity Fundamentals (EEODF) formally known as 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, 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 Patricia M. Lynch at [pmlynch2@uncg.edu](mailto:pmlynch2@uncg.edu) or (336)-334-9725 or MaLinda B. Gonzalez at [mbgonzalez@uncg.edu](mailto:mbgonzalez@uncg.edu) or (336)-334-9751.

#### **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, the Director of Learning and Organizational Development can coordinate other trainings concerning equity, diversity, and inclusion.

### FAQs for Participants (Supervisors and Managers)

#### **Who should participate in EEODF?**

EEODF 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 EEODF training (for supervisors and managers)?**

EEODF 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 or online training options 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 EEODF classroom training?**

UNCG Greensboro classroom or online sessions for 2024 are scheduled for 2/6, 3/5, 4/2, 5/7, 6/4, 7/9, 8/6, 9/10, and 10/8.

**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, January 11, 2022. Additional classroom sessions at UNCG are available at least once a month through October 2022. 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?**

EEODF participants can 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 an 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.

### 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 Patricia M. Lynch, Director of EEO & AA and Interim Director of ER at [pmlynch2@uncg.edu](mailto:pmlynch2@uncg.edu) or (336)-334-9725 or MaLinda B. Gonzalez, EEO Consultant and Investigator at [mbgonzalez@uncg.edu](mailto:mbgonzalez@uncg.edu) or (336)-334-9751.

**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](mailto: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 for 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](#).