



UNC
GREENSBORO
Human Resources

EEODF Training for Managers and Supervisors

Welcome to Equal Employment Opportunity and Diversity Fundamentals

University managers and supervisors have critical responsibilities and an often-demanding job. UNCG Human Resources Equal Employment Opportunity and Affirmative Action (EEO/AA) unit is here to support you with developing and maintaining a diverse workforce and campus environment with the state-mandated diversity initiative training: *Equal Employment Opportunity and Diversity Fundamentals (EEODF)*. This course was previously referred to as the Equal Employment Opportunity Institute (EEOI).

Who Should Participate in EEODF?

Per the House Bill 834, NC G.S. 126-16.1, **EEODF** is *required* for all state government employees who were hired, promoted, or appointed to the position of supervisor and/or manager on or after July 1, 1991. All (non-executive level) supervisors and managers should enroll in EEODF training.

Should I Enroll in EEODF If I Previously Completed EEOI?

EEODF is a one-time training. Any managers or supervisors that have not completed **EEODF** (or the former EEOI) at any North Carolina state agency or institution, are *required* to enroll in this training. If you previously completed the former version of this course (EEOI), you are welcome to enroll in the newly revised **EEODF** training, however it is not mandatory.

What is Included in the Training?

ONLINE

There are six modules and a final assessment which take about 3.5 hours to complete. The online modules and final assessment must be completed before registering for and attending the full-day instructor-led classroom session.

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CLASSROOM

The one-day 8-hour instructor-led classroom training is facilitated by two state-certified adjunct trainers that are members of the UNCG Human Resources EEO/AA office. Classroom training is held on campus from 8:30am to 4:30pm.

UNCG Greensboro classroom sessions are scheduled for the following dates:

- Tuesday, January 10, 2023
- Tuesday, February 7, 2023
- Tuesday, March 7, 2023
- Tuesday, April 4, 2023
- Tuesday, May 2, 2023
- Tuesday, June 6, 2023
- Tuesday, July 11, 2023
- Tuesday, August 1, 2023
- Tuesday, September 5, 2023
- Tuesday, October 3, 2023

The **EEODF** course is designed with the latest information needed to help supervisors and managers understand equal employment opportunity/affirmative action laws in the context of daily work situations. The training will also include case studies, effective hiring practices, rights and responsibilities, and inclusive practices to help you work more effectively with a diverse workforce.

How Can I Register for EEODF?

Registration for Level I for online training and classroom session through the **Office of State Human Resources**.

Click here for a quick reference guide that provides step-by-step instructions for registration.

DO YOU HAVE QUESTIONS OR NEED ASSISTANCE?

EEODF course questions? Contact Patricia M. Lynch at pmlynch2@uncg.edu or at 336-334-9725. OSHR NC Learning Center technical difficulties? Contact lmssupport@nc.gov. Issues with the internet browser or Adobe Flash? Contact 6-TECH at 336-256-TECH (8324).

For more information, details on registration, and FAQs visit [UNCG Human Resources - EEODF](#).