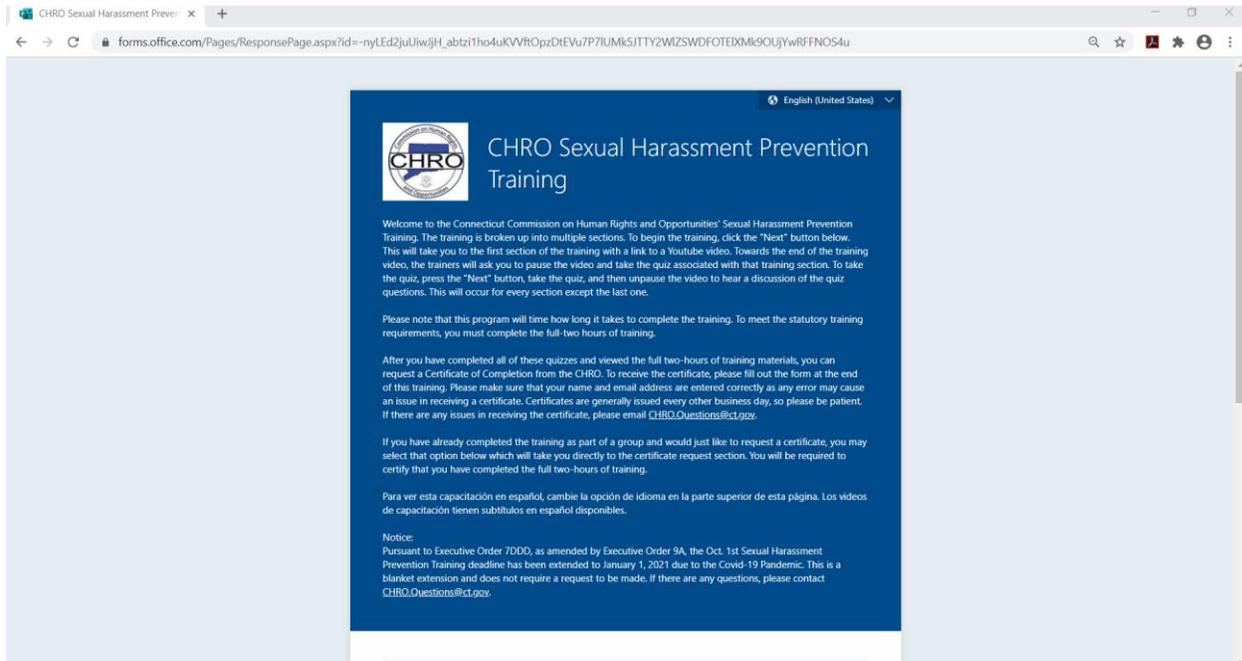


CHRO Sexual Harassment Prevention Training

User Instructions

1. Click on the following link: https://forms.office.com/Pages/ResponsePage.aspx?id=-nyLEd2juUiwJh_abtzi1ho4uKVVftOpzDtEVu7P7IUMk5JTTY2WZSWDFOTEIXMk9OUjYwRFFNOS4u

The link will take you to a page entitled “CHRO Sexual Harassment Prevention Training”



CHRO Sexual Harassment Prevention Training

Welcome to the Connecticut Commission on Human Rights and Opportunities' Sexual Harassment Prevention Training. The training is broken up into multiple sections. To begin the training, click the "Next" button below. This will take you to the first section of the training with a link to a Youtube video. Towards the end of the training video, the trainers will ask you to pause the video and take the quiz associated with that training section. To take the quiz, press the "Next" button, take the quiz, and then un-pause the video to hear a discussion of the quiz questions. This will occur for every section except the last one.

Please note that this program will time how long it takes to complete the training. To meet the statutory training requirements, you must complete the full two hours of training.

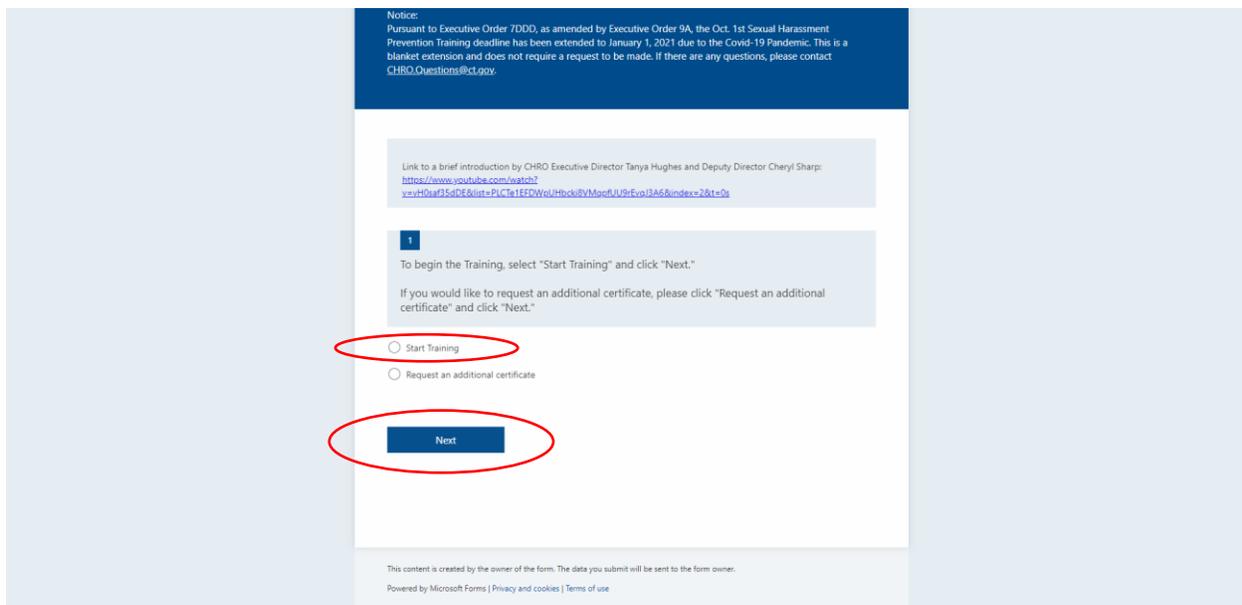
After you have completed all of these quizzes and viewed the full two-hours of training materials, you can request a Certificate of Completion from the CHRO. To receive the certificate, please fill out the form at the end of this training. Please make sure that your name and email address are entered correctly as any error may cause an issue in receiving a certificate. Certificates are generally issued every other business day, so please be patient. If there are any issues in receiving the certificate, please email CHRO_QUESTIONS@CT.GOV.

If you have already completed the training as part of a group and would just like to request a certificate, you may select that option below which will take you directly to the certificate request section. You will be required to certify that you have completed the full two-hours of training.

Para ver esta capacitación en español, cambie la opción de idioma en la parte superior de esta página. Los videos de capacitación tienen subtítulos en español disponibles.

Notice:
Pursuant to Executive Order 7DDO, as amended by Executive Order 9A, the Oct. 1st Sexual Harassment Prevention Training deadline has been extended to January 1, 2021 due to the Covid-19 Pandemic. This is a blanket extension and does not require a request to be made. If there are any questions, please contact CHRO_QUESTIONS@CT.GOV.

2. Scroll down the page to question #1 and select “Start Training” and then “Next” to begin the Training.



Notice:
Pursuant to Executive Order 7DDO, as amended by Executive Order 9A, the Oct. 1st Sexual Harassment Prevention Training deadline has been extended to January 1, 2021 due to the Covid-19 Pandemic. This is a blanket extension and does not require a request to be made. If there are any questions, please contact CHRO_QUESTIONS@CT.GOV.

Link to a brief introduction by CHRO Executive Director Tanya Hughes and Deputy Director Cheryl Sharp:
<https://www.youtube.com/watch?v=yH0taF35dDE&list=PLCTa1FE0WuJHbck8VMpocfJURFvot3AAS&index=2&t=0s>

1

To begin the Training, select "Start Training" and click "Next."
If you would like to request an additional certificate, please click "Request an additional certificate" and click "Next."

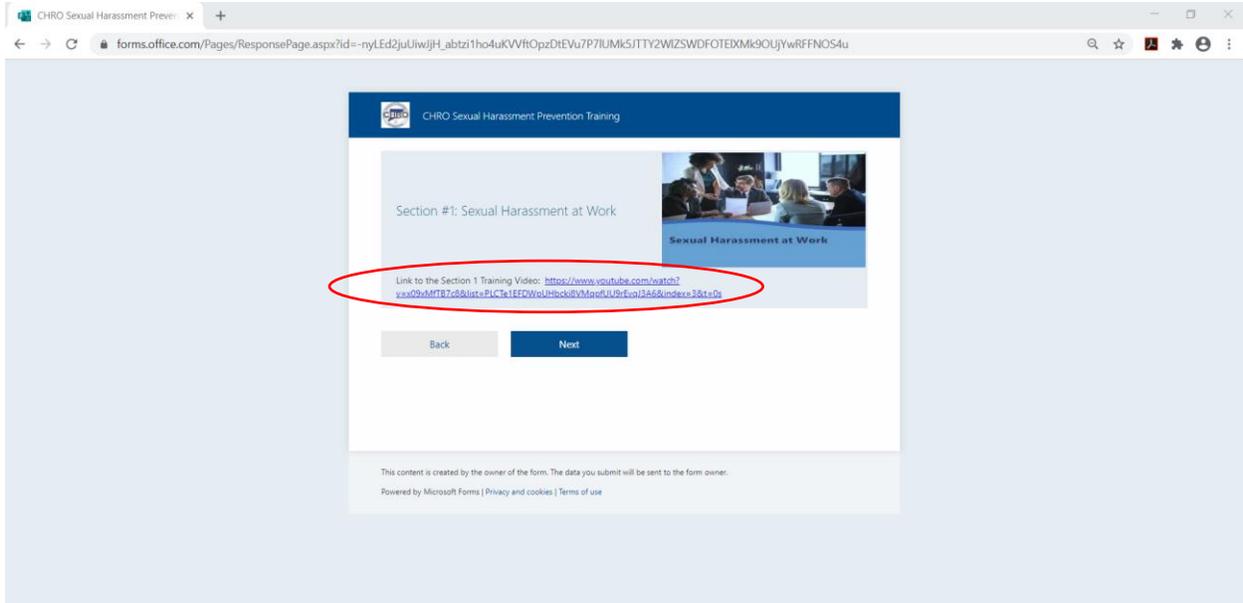
Start Training

Request an additional certificate

Next

This content is created by the owner of the form. The data you submit will be sent to the form owner.
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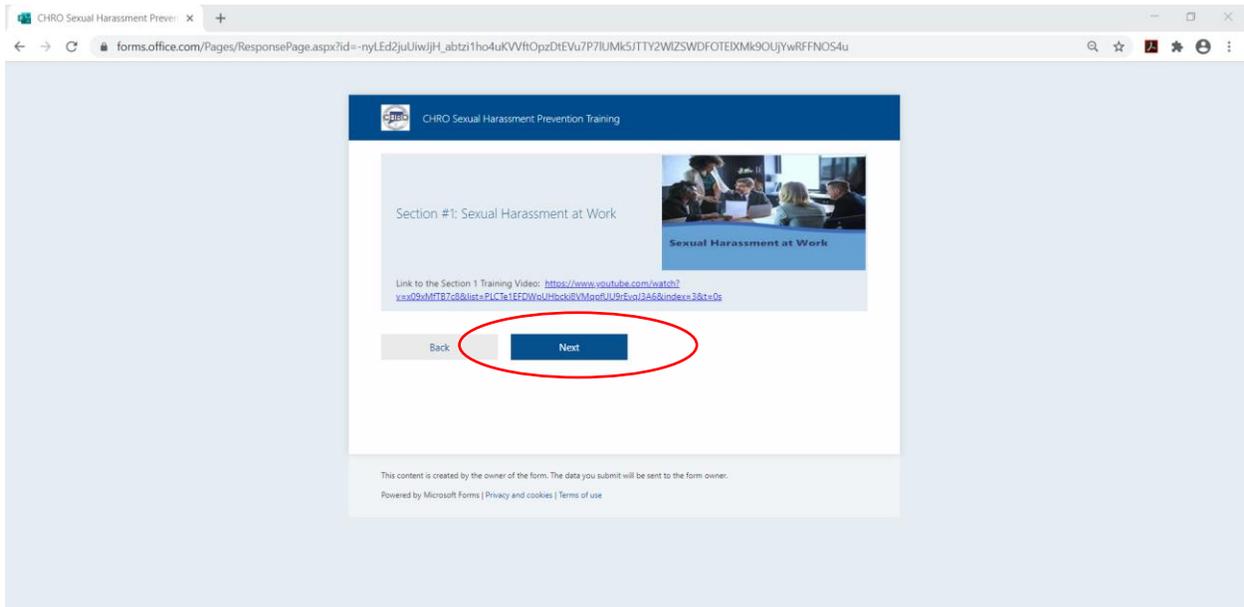
3. Section #1 Sexual Harassment at Work: Follow the link to the Section #1 Training Video. Clicking the link will open a new tab in your web browser and will take you to a YouTube video. **It is important to keep both tabs (Training Tab and YouTube) open while you complete this training.**



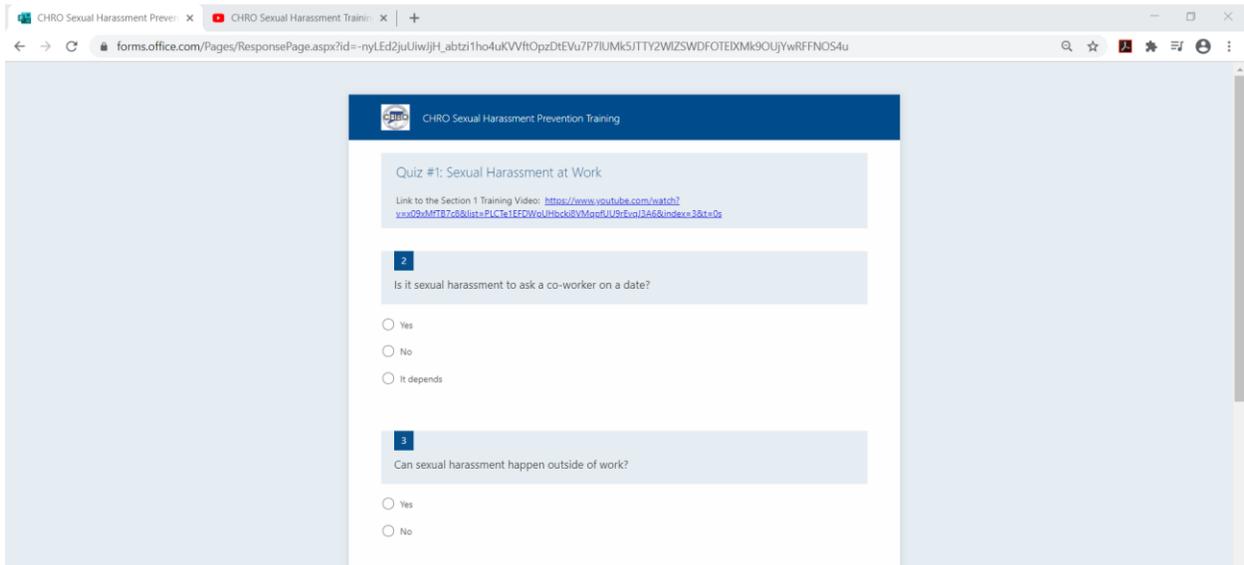
4. Watch Section #1 until you are directed to pause the video by the presenter. Then switch back to the Training tab.



5. Click “Next” to advance the training session.



6. Answer the five questions for Quiz #1. Then click “Next” on the Training tab and return to the YouTube tab and continue playing the video. The trainers will review the answers to the quiz.



4
My supervisor told me that if I wanted to improve my performance, I should meet him for dinner at his apartment. Is this:

Quid pro quo harassment?
 A hostile work environment?
 Neither

5
My co-workers are constantly discussing their sex lives at work and it is making it hard for me to work. Is this:

Quid pro quo harassment?
 A hostile work environment?
 Neither

Back Next

7. **Once Video #1 is finished, YouTube will automatically advance to Video #2. Repeat steps 4-6 for Videos #2-5 covering the following topics:**

- **Sexual Harassment Laws**
- **Best Practices**
- **The Changing World of Sexual Harassment Claims**
- **Filing a Complaint**

8. **The final video is entitled “Round Table Discussion.” There are no related quiz questions but this video, and all the videos in this training, must be watched in its entirety in order for the employee to achieve the 2 full hours of sexual harassment training as required by law.**

9. **At the conclusion of the Round Table Discussion video, switch back to the training tab and Click “Next” to advance to the “Certificate of Completion” page. Answer the questions 20-23 and Click “Submit.” You will receive a Certificate of Completion via email. Email your certificate as directed by your supervisor.**

CHRO Sexual Harassment Prevention Training

* Required

Certificate of Completion

To receive an emailed certificate of completion for the CHRO's two hour online Sexual Harassment Prevention Training, please fill out the form below.

20
Enter your name as you would like it to appear on the CHRO Sexual Harassment Prevention Training Certificate of Completion. *

Enter your answer

21
Enter the date that you completed the online CHRO Sexual Harassment Prevention Training *

Please input date in format of M/d/yyyy