MISSION

The mission of the Professional Development and Learning Management Office is to coordinate training and professional development programs that support University initiatives, assist in attaining organizational goals, and contribute to the professional and personal development of CUNY employees.

The OHRM Professional Development and Learning Management Office – promoting individual and organizational excellence for employees of the nation's largest urban institution of public higher education.

REGISTRATION

for Sexual Harassment Awareness
and Intake Committee (SHAIC) Members

To register for SHAIC training programs, go to www.cuny.edu/training and click on the PDLM E-Application link under the REGISTRATION heading. Follow the directions on the Introduction page to complete and submit the PDLM “E-App.”

To learn more about the programs of the OHRM Professional Development & Learning Management Office, visit us online at www.cuny.edu/training

Office of Human Resources Management

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SEXUAL HARASSMENT PREVENTION PROGRAM

In compliance with the law and CUNY Policy, the Office of Human Resources Management (OHRM) provides training to disseminate the University’s Policy Against Sexual Harassment and to inform faculty and staff of their rights and responsibilities.

OHRM provides sexual harassment prevention training for various campus audiences. This brochure provides a brief overview of the Sexual Harassment Prevention Program courses available through the OHRM Professional Development and Learning Management Office. For more information, including course descriptions and schedules, visit us online at www.cuny.edu/training.

FOR SEXUAL HARASSMENT AWARENESS AND INTAKE COMMITTEE (SHAIC) MEMBERS

SHAIC members are required to complete the following courses to learn the basic skills for managing their committee responsibilities:

Core Courses
- Policy and Procedures
- Complaint Intake
- Managing Intake Communications

For Campus Investigators
- Informal Resolution: Conciliation
- Investigations

For Campus Trainers
- Train-the-Trainer

FOR MANAGERS AND SUPERVISORS

Managers and supervisors have special responsibilities for addressing and preventing sexual harassment in accordance with the law and CUNY policy. The OHRM PDLM Office offers a half-day workshop entitled Respectful Workplaces: Preventing Sexual Harassment to heighten awareness and inform managers and supervisors of their legal and CUNY responsibilities. This workshop is conducted on-site at CUNY campuses. For more information, contact the PDLM Office.

FOR THE UNIVERSITY COMMUNITY

The University provides a comprehensive, self-paced online training program in sexual harassment law and CUNY policy entitled Preventing Sexual Harassment. Faculty, staff, students, and guests are encouraged to complete this interactive web course. To access the online course, visit the Sexual Harassment Prevention section of the PDLM web site, or go directly to: http://training.newmedialearning.com/psh/cuny/

SPECIAL PROGRAMS

The OHRM PDLM Office develops special programs to support specific University initiatives and to help meet the organizational goals and learning needs of various CUNY audiences. One such program is Sexual Harassment Prevention Training for CUNY Coaches and Athletic Administrators. Presented in partnership with the CUNY Athletic Conference (CUNYAC), this workshop is designed to provide CUNYAC personnel with an understanding of the issue of sexual harassment on college campuses and the important role that coaches play in fostering a respectful environment for student athletes and fellow employees.

SEXUAL HARASSMENT PREVENTION LIAISONS

Campus Sexual Harassment Prevention Liaisons are responsible for communicating information on PDLM Sexual Harassment Prevention programs to campus employees charged with responsibilities in this area (i.e., SHAIC members). Liaison responsibilities include:

- Distributing the schedule of University Sexual Harassment Prevention courses to campus SHAIC coordinators and members
- Assisting in registering campus SHAIC members for SHAIC courses and other University compliance programs
- Providing the roster of campus SHAIC members to the OHRM Professional Development and Learning Management Office
- Distributing program completion certificates to campus personnel
- Tracking campus participation in online Sexual Harassment Prevention training

For a listing of the campus Sexual Harassment Prevention Liaisons, visit www.cuny.edu/training, click on PROGRAMS, and then select Sexual Harassment Prevention.