

Storyboard - Welcome and Orientation Module

1. Topic 1: Opening

1.1 Introduction



1.2 Welcome

// WELCOME!

We're glad to have you in the course and look forward to making this an exceptional learning experience for you.

Before getting into the primary reason you are here – to learn how to respond to a charge of employment discrimination – this module provides general information about the course design and what you'll be doing the next few weeks.

Select the **NEXT** button to proceed.



1.3 About the Course

// ABOUT THE COURSE



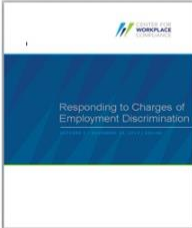
The goal of this skill-building course is to provide you with techniques and strategies for handling discrimination charges, from the moment an employer receives notice that a charge has been filed with the EEOC, through the final resolution or referral of the case to litigation.

Click to read the
DISCLAIMER

1.4 About the Course

// ABOUT THE COURSE

Select each item to view a description



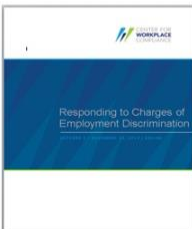
There are 4 major components of the course.



Participant guide (Slide Layer)

// ABOUT THE COURSE

Select each item to view a description



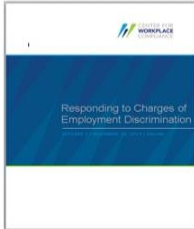
There are 4 major components of the course.

Your Participant Guide is your source for technical information, the course schedule, instructions for activities, a transcript of the course's narration, and much more. Spend some time getting familiar with the information it contains. Print it out. Keep it handy. Jot down notes throughout the course that you can refer to on the job.

Online training (Slide Layer)

// ABOUT THE COURSE

Select each item to view a description



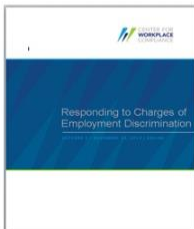
There are 4 major components of the course.

The self-paced modules provide you with essential skills and knowledge about how to respond to charges of employment discrimination. Each week you'll be assigned one or two modules to complete. The modules include activities designed to check your knowledge or apply the skills you just learned. It's important that you complete the self-paced modules at the beginning of each week so you can get the most benefit out of the facilitated web session and discussion forum connected with the module.

Webinar (Slide Layer)

// ABOUT THE COURSE

Select each item to view a description



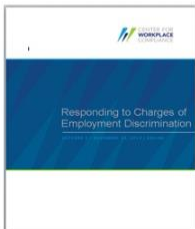
There are 4 major components of the course.

There are 6 web sessions planned during the course. You'll log into WebEx and call into the session by phone using the login information the technical assistant provides. The sessions are led by the course facilitator and a technical assistant and attended by the other course participants. During these sessions, the facilitator will provide you with additional information associated with the modules you just completed. But there's also time built in so you can ask questions, get clarification on points that were a little unclear to you, or find out how your colleagues in class handle a particular step in the process. All sessions are recorded.

Discussion Forum (Slide Layer)

// ABOUT THE COURSE

Select each item to view a description



There are 4 major components of the course.

There are two types of discussion forum. The General forum is available to you for questions, technical issues you may be having, and general discussions related to the course materials. There are also “dedicated” forums for each module so you can complete an activity or have discussions with your colleagues and facilitator about that step in the charge response process. Please take a few minutes before entering a forum for the first time to read the “netiquette.”

1.5 About the Course

// ABOUT THE COURSE

Orientation	Week 1	→  Web Session
EEOC Charge Handling Process	Week 2	
Assess the Charge	Week 2	→  Web Session
The Internal Investigation	Week 3	
EEOC's Investigation	Week 3	→  Web Session
The Position Statement	Week 4	→  Web Session
Request for Information	Week 5	
Onsite Investigation	Week 5	→  Web Session
Approaching Settlement	Week 6	
Conclusion	Week 6	→  Web Session



We'll help
keep you
on track!

Watch your email
for weekly
reminders

1.6 Facilitator and Technician

// FACILITATOR AND ADMINISTRATOR

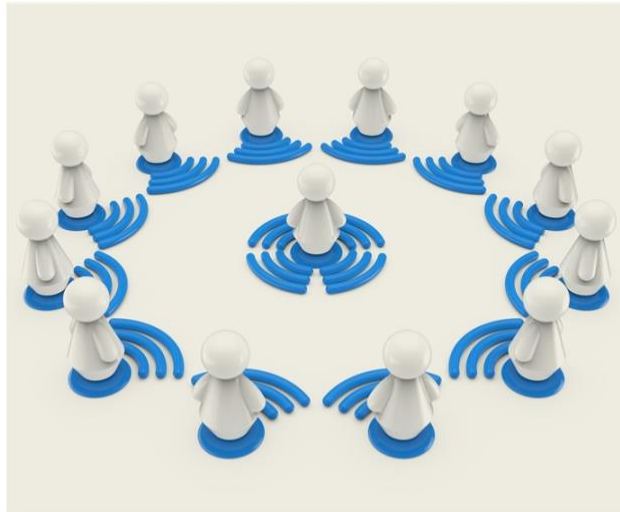
Your Participant Guide has information about the course's facilitator and administrator.

❖ Facilitator

- Expert in EEO law
- Available during course
- Leads web sessions

❖ Administrator

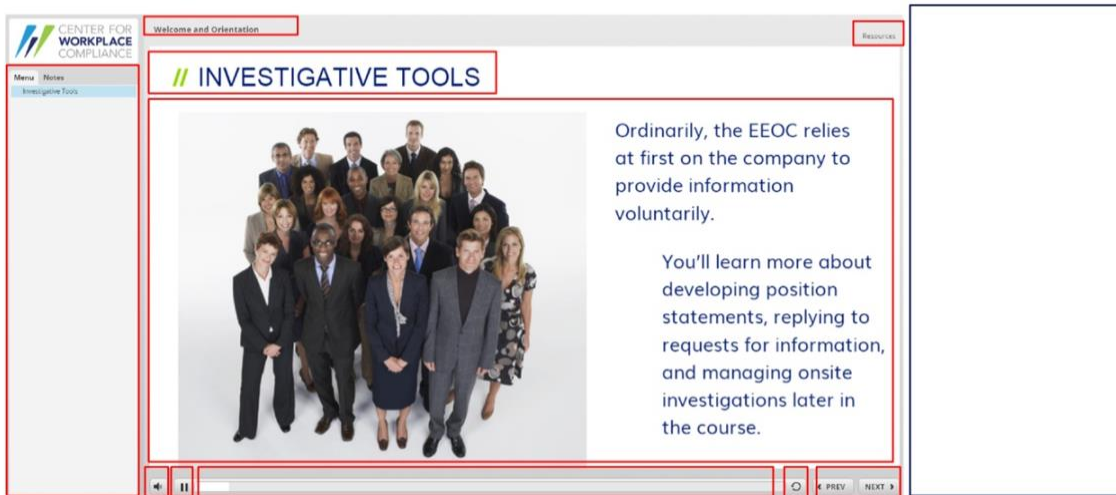
- Expert in e-learning
- Available during course
- Assists in web sessions



1.7 Course Navigation

// COURSE NAVIGATION

Select each highlighted area to view more information



Menu/notes (Slide Layer)

// COURSE NAVIGATION

Select each highlighted area to view more information



WELCOME AND ORIENTATION

Resources

Menu / Notes

Investigative Tools

// INVESTIGATIVE TOOLS



Ordinarily, the EEOC relies at first on the company to provide information voluntarily.

You'll learn more about developing position statements, replying to requests for information, and managing onsite investigations later in the course.

◀

⏸

▶

PREV

NEXT ▶

Menu/Notes

Select the Menu tab to view a list of the screens in the module. You can move to different screens in the module by clicking the screen name. Select the Notes tab to view the script of the screen's narration.

Module Name (Slide Layer)

// COURSE NAVIGATION

Select each highlighted area to view more information



WELCOME AND ORIENTATION

Resources

Menu / Notes

Investigative Tools

// INVESTIGATIVE TOOLS



Ordinarily, the EEOC relies at first on the company to provide information voluntarily.

You'll learn more about developing position statements, replying to requests for information, and managing onsite investigations later in the course.

◀

⏸

▶

PREV

NEXT ▶

Module Name

This is the name of the module you are viewing.

Resources (Slide Layer)

// COURSE NAVIGATION

Select each highlighted area to view more information



Menu | Notes
Investigative Tools

Welcome and Orientation

// INVESTIGATIVE TOOLS



Ordinarily, the EEOC relies at first on the company to provide information voluntarily.

You'll learn more about developing position statements, replying to requests for information, and managing onsite investigations later in the course.

Resources

Resources

Select Resources to view and download documents associated with the module.

Screen Title (Slide Layer)

// COURSE NAVIGATION

Select each highlighted area to view more information



Menu | Notes
Investigative Tools

Welcome and Orientation

// INVESTIGATIVE TOOLS



Ordinarily, the EEOC relies at first on the company to provide information voluntarily.

You'll learn more about developing position statements, replying to requests for information, and managing onsite investigations later in the course.

Resources

Screen Title

This is the screen's title. It coordinates with the screen name in the Menu.

© Center for Workplace Compliance

Content Area (Slide Layer)

// COURSE NAVIGATION

Select each highlighted area to view more information



Menu | Notes
Investigative Tools

Welcome and Orientation

Resources

// INVESTIGATIVE TOOLS



Ordinarily, the EEOC relies at first on the company to provide information voluntarily.

You'll learn more about developing position statements, replying to requests for information, and managing onsite investigations later in the course.

◀ ||

▶

◀ PREV

NEXT ▶

Content Area

This section of the screen's "real estate" contains the presentation of the content. The bottom part of the screen will have instructions for onscreen activities, such as clickable items to view more information. Hyperlinked text, when selected, opens pop-up boxes or new windows.

Audio Control (Slide Layer)

// COURSE NAVIGATION

Select each highlighted area to view more information



Menu | Notes
Investigative Tools

Welcome and Orientation

Resources

// INVESTIGATIVE TOOLS



Ordinarily, the EEOC relies at first on the company to provide information voluntarily.

You'll learn more about developing position statements, replying to requests for information, and managing onsite investigations later in the course.

◀ ||

▶

◀ PREV

NEXT ▶

Audio Control

Adjust the volume of the course's narration. Your computer also has a volume control, so you may have to adjust that before adjusting volume within the course.

Play/pause (Slide Layer)

// COURSE NAVIGATION

Select each highlighted area to view more information



Menu / Notes
Investigative Tools

Welcome and Orientation

// INVESTIGATIVE TOOLS



Ordinarily, the EEOC relies at first on the company to provide information voluntarily.

You'll learn more about developing position statements, replying to requests for information, and managing onsite investigations later in the course.

Resources

◀ ||

▶

◀ PREV

NEXT ▶

Play/Pause

Select the arrow to play the screen. Pressing Pause (two vertical lines) pauses the course temporarily.

Progress Bar (Slide Layer)

// COURSE NAVIGATION

Select each highlighted area to view more information



Menu / Notes
Investigative Tools

Welcome and Orientation

// INVESTIGATIVE TOOLS



Ordinarily, the EEOC relies at first on the company to provide information voluntarily.

You'll learn more about developing position statements, replying to requests for information, and managing onsite investigations later in the course.

Resources

◀ ||

▶

◀ PREV

NEXT ▶

Progress Bar

Shows the progress of the screen's audio and screen action.

© Center for Workplace Compliance

Rewind (Slide Layer)

// COURSE NAVIGATION

Select each highlighted area to view more information



WELCOME AND ORIENTATION

Resources

Menu / Notes

Investigative Tools

// INVESTIGATIVE TOOLS



Ordinarily, the EEOC relies at first on the company to provide information voluntarily.

You'll learn more about developing position statements, replying to requests for information, and managing onsite investigations later in the course.

◀ ||

▶ PREV NEXT ▶

Rewind

Select this button to play the screen from the beginning.

Previous/Next (Slide Layer)

// COURSE NAVIGATION

Select each highlighted area to view more information



WELCOME AND ORIENTATION

Resources

Menu / Notes

Investigative Tools

// INVESTIGATIVE TOOLS



Ordinarily, the EEOC relies at first on the company to provide information voluntarily.

You'll learn more about developing position statements, replying to requests for information, and managing onsite investigations later in the course.

◀ ||

▶ PREV NEXT ▶

Previous/Next buttons

Click the PREV button to view the previous screen. Click NEXT to view the next screen.

1.8 Online Learning Tips

// ONLINE LEARNING TIPS



Comfortable

Flexibility

1.9 Online Learning Tips

// ONLINE LEARNING TIPS

Frustrations

Technical issues

Isolation

Difficulty communicating

New to online learning

Techniques

Know where to go to get technical assistance quickly

Reach out using email, discussion forums and even the telephone

Engage in course activities

Tell us! We'll give you support

1.10 Online Learning Tips

// ONLINE LEARNING TIPS



Identify your work space



Print your Participant Guide



Get familiar with online course



Stay on schedule



Be courteous & respectful

Select each tip to view a description.

Work Space (Slide Layer)

// ONLINE LEARNING TIPS



Identify your work space



Print your Participant Guide



Get familiar with online course



Stay on schedule



Be courteous & respectful

Identify your work space

It's especially important if you are doing most of the course work at your workplace, that you identify a space that will not distract from your learning. Tell your direct supervisor about the course, the timeframes for taking the self-paced modules and discussion forum activities, as well as the dates and times of the web sessions. Make sure that you can listen to the module narration using earphones or are in a location where the audio won't disrupt your co-workers. For web sessions, find a place with a phone and internet access that will allow you to view the session and listen to and speak with the facilitator and classmates.

Print your guide (Slide Layer)

// ONLINE LEARNING TIPS

-  Identify your work space
-  Print your Participant Guide
-  Get familiar with online course
-  Stay on schedule
-  Be courteous & respectful

Print your Participant Guide

Print out your Participant Guide and keep it at hand during all portions of the course. It contains valuable technical information, instructions for activities, a transcript of each module, and much more. Look through it before starting the course and become familiar with it. You may even want to add tabs to mark the sections and put the guide in a binder.

Get familiar with the online course (Slide Layer)

// ONLINE LEARNING TIPS

-  Identify your work space
-  Print your Participant Guide
-  Get familiar with online course
-  Stay on schedule
-  Be courteous & respectful

Get familiar with online course

The course is offered to participants via a learning platform that allows you to run the modules, access job tools and other resources, and interact with classmates and the facilitator in discussion forums. Take some time to become familiar with the online environment.

Stay on schedule (Slide Layer)

// ONLINE LEARNING TIPS

 Identify your work space

 Print your Participant Guide

 Get familiar with online course

 Stay on schedule

 Be courteous & respectful

Stay on schedule

We provide you with a schedule to help you plan your time. The schedule includes estimates for how long modules may take to complete and timeframes for completing them. These are estimates only; your experience may be slightly different. Web sessions are always associated with the information you learned in modules you complete for that week, so be sure to complete the modules before attending the web sessions.

Be courteous and respectful (Slide Layer)

// ONLINE LEARNING TIPS

 Identify your work space

 Print your Participant Guide

 Get familiar with online course

 Stay on schedule

 Be courteous & respectful

Be courteous and respectful

You and your classmates will have different levels of experience with online learning and workplace compliance. In web sessions, discussion forums, and activities, always be courteous and respectful. Also abide by the discussion forum "netiquette" guidelines in your Participant Guide.

1.11 One Last Tip

// ONE LAST TIP



Always keep the contact information for technical assistance readily available.

1.12 Thank You

// THANK YOU

Thank you for joining us in the course. We hope it's a rewarding learning experience for you.

Please let the facilitator or administrator know if there is anything we can do to make the course more successful for you.



1.13 Congratulations

// CONGRATULATIONS

You have completed the orientation module.

Close this module by clicking the red X in the top right corner of the window.



©2017 Center for Workplace Compliance

2. Lightboxes

2.1 CWC Info

CWC is an employer association dedicated to helping its members understand and manage their workplace compliance requirements and risks. CWC's membership includes businesses and organizations of all sizes and from every major economic sector. These member employers are represented in CWC by their senior-level human resources executives, in-house employment counsel, workplace compliance practitioners, diversity and inclusion leaders, talent acquisition professionals, and compensation principals.

2.2 Disclaimer

The Center for Workplace Compliance (CWC) is a nonprofit association of private sector employers dedicated to promoting the common interests of its members and of the public in the development and implementation of sound workplace compliance policies, procedures, practices, and rules.

The materials developed for this course and the discussions based upon them are designed to provide accurate and authoritative information regarding the subject matter covered. They are provided with the understanding that CWC is not engaged in rendering legal, accounting, or other professional services.

For legal advice or other expert assistance, the services of a competent attorney or other professional should be sought.

2.3 Investigative Tools

// INVESTIGATIVE TOOLS



Ordinarily, the EEOC relies at first on the organization to provide information voluntarily.

You'll learn more about developing position statements, replying to requests for information, and managing onsite investigations later in the course.