



32-HOUR ONLINE EEO INVESTIGATOR CERTIFICATION COURSE OUTLINE

All Knowledge Checks and assignments require a 75% or greater to pass. Certification will be issued to participants who pass all Knowledge Checks and assignments, as well as the post-test.

INTRODUCTION AND PRE-TEST

- Introduction to Course - Presentation
- General Overview of Course & Helpful Hints
- Navigating the Course
- Pre-Test (no minimum grade required)
- Conclusion of Introductory Module

MODULE 1: FEDERAL EEO COMPLAINT PROCESS & CIVIL RIGHTS LAWS

- Read Chapters 1 through 4 in the Investigator's Training Manual.
- Federal Sector Complaint Process & EEO Statutes - Presentation
- Read 29 CFR 1614
- Knowledge Check: Federal EEO Complaint Process Overview & EEO Laws
- Assignment: What Happens Next?
- Knowledge Check: Statutes
- Conclusion of Module 1

MODULE 2: HUMAN RESOURCES IN THE FEDERAL GOVERNMENT

- Read Chapter 5 in Investigator's Manual
- Knowledge Check: Human Resources
- Conclusion of Module 2

MODULE 3: THEORIES OF DISCRIMINATION

- Read Chapter 6 (Disparate Treatment only) in Investigator's Manual
- McDonnell Supreme Court Decision
- Intro to Theories and Disparate Treatment - Presentation
- Some additional EEO-related decisions
- Overview of EEO-Related Decisions
- Knowledge Check: Disparate Treatment Theory
- Read Chapter 6 (Age & Reprisal section only) in Investigator's Manual
- Age and Reprisal - Presentation
- Read: What is Per Se Reprisal?

- Knowledge Check: Age & Reprisal
- Read Chapter 6 (Harassment only) in the Investigator's Manual
- Harassment – Presentation
- Assignment: Analyzing Incidents of Harassment
- Read Chapter 6 (Sexual Harassment) in the Investigator's Manual
- Sexual Harassment
- Knowledge Check: Harassment
- Read Chapter 6 (Accommodation) in the Investigator's Manual
- Introduction to Accommodation - Religion - Presentation
- Reasonable Accommodation Disability - Presentation
- How to Investigate Reasonable Accommodation Complaints -Presentation
- Knowledge Check: Accommodation
- Conclusion of Module 3

MODULE 4: EVIDENCE

- Read Chapter 7 in the Investigator's Manual
- Evidence – Presentation
- Knowledge Check: Evidence
- Conclusion of Module 4

MODULE: 5 ADVANCE PREPARATION

- Read Chapters 8 and 9 in Investigator's Manual
- Read Chapter 6 of MD-110
- Print Blank Investigative Plan
- Preparing to Investigate -Presentation
- Assignment: Prepare an Investigative Plan (IP)
- Developing Questions for Harassment
- Knowledge Check: Preparing to Investigate
- Conclusion of Module 5

MODULE 6: CONDUCTING THE INTERVIEW

- Read Chapters 10 and 11 in the Investigator's Manual.
- Affidavit techniques -Presentation
- Conducting the interview - Presentation
- Assignment: Developing Questions for Reasonable Accommodation
- Knowledge Check: Affidavit Techniques and Conducting the Interview
- Conclusion of Module 6

MODULE 7: WRITING THE SUMMARY AND ANALYSIS

- Read Chapters 12, 13 and 14 in the Investigator's Manual.
- Preparing the Report of Investigation - Presentation
- Final Assignment: Write Investigative Summary and Analysis Report
- Conclusion of Module 7

MODULE 8: REDACTION

- Read Chapter 15 in the Investigator's Manual.

MODULE 9: REMEDIES

- Supplement: Remedies available under each law
- Supplement: Compensatory Damages Awards
- Supplement: Compensatory Damages Affidavit

MODULE 10: FINAL THOUGHTS

- Final Words
- Post Test