



SUPERVISOR TRAINING ACADEMY MANDATORY SEXUAL HARASSMENT TRAINING 2018 CLASS SCHEDULE

Mandatory Sexual Harassment Training is mandated by California state law AB1825 and County policy. Any employee who performs supervisory functions is required to attend this training within the first six months of assignment to a supervisory or management position and every two years thereafter.

Two classroom sessions will be held every year. The dates and times are listed in the table below. All classes are taught at **Harvest Hall** Room D or E and begin at 9:30 a.m. *An online version of the training is always available.*

FAILURE TO COMPLY

Participation in this training is mandated by law and County policy. If you have been identified as an employee needing to attend this mandatory training, it is your **personal responsibility** to remain in compliance. Failure to comply with this requirement will impact your qualifications to remain in a supervisory or management position and may also result in personal liability.

Session Number	Date	Time
0053	March 15, 2018	9:30 a.m. to 12:15 p.m.
0054	September 13, 2018	9:30 a.m. to 12:15 p.m.

TRAINING ENROLLMENT INSTRUCTIONS

1. Log onto the Intranet at: <http://intranet.co.stanislaus.ca.us/applications/peoplesoft>
2. Click on Login to PeopleSoft link in the middle of the page.
3. Log onto PeopleSoft with your user name and password.
 - If you do not know your *user name*, please contact the SBT Helpdesk.
 - If you do not know your *password*, please click on Reset Your Password link on the PeopleSoft login page to have a new password emailed to you.
4. Go to Self Service.
5. Go to Learning and Development.
6. Go to Request Training Enrollment.
7. Click on Search By Course Name.
8. Type in Mandatory Sexual Harassment. Click on Search.
9. Click on View Available Sessions.
10. Click on the session you want to attend—see above for session #
11. Check to make sure you are enrolling in the correct class.
12. If the information is correct, click on Continue.
13. Click on Submit.
14. If you have any questions, contact Arielle Arias at 525-4474.