

D&I Respectful Workplace Series

Very few trainings are formally mandated, however all trainings on this list are strongly recommended.

Mandated training

Respectful Workplace ADMN00026

The purpose of this training is to ensure that employees Understand MnDOT's expectations for a respectful workplace. This is a mandatory training, completion expected within 6 months of hire. By the end of the 3 hour session participants will:

- Demonstrate an understanding of MnDOT's policies;
- Identify components of a respectful workplace;
- Recognize individual roles and responsibilities for maintaining a workplace free from violence, discrimination, harassment, and other offensive and/or degrading behaviors;
- Have an increased understanding of how/where unintentional conflict and miscommunication might occur; and
- Develop suggestions and opportunities for greater understanding and respect.

Upcoming Respectful Workplace Class Locators, Dates, Times, and Locations:

1) Class locator: 0000230185	January 11, 2017 9:00am-12:00pm	MnDOT Training and Conference
2) Class locator: 0000230488	April 4, 2017 9:00am-12:00pm	Hiway Federal Credit Union Administration Building
3) Class locator: 0000230186	May 2, 2017 9:00am-12:00pm	MnDOT Training and Conference
4) Class locator: 0000230190	June 6, 2017 9:00am-12:00pm	St. Cloud Training Center
5) Class locator: 0000230187	September 6, 2017 9:00am-12:00pm	MnDOT Training and Conference
6) Class locator: 0000230191	October 3, 2017 9:00am-12:00pm	St. Cloud Training Center

How to Register:

While this is a self-registration course, Check with your training representative before you register as district and office procedures vary. You can find these course sessions on the iHUB Learning Center <http://ihub.dot.state.mn.us/learningcenter/>

Respectful Workplace Refresher ADMN00132

This training builds on the concepts and policies first introduced during the initial Respectful Workplace training. Participants will review and reinforce the importance of providing a workplace free from violence, discrimination, harassment, and other disrespectful behaviors. By the end of the 2 hour session participants will:

- Demonstrate continued understanding of MnDOT's policies;
- Strengthen understanding of cultural behavior and cultural assumptions;
- Identify and increase skills for contributing to and sustaining a respectful workplace.

Upcoming Respectful Workplace Refresher Class Locators, Dates, Times, and Locations:

Pending (2017 trainings has not yet been scheduled)

How to Register:

While this is a self-registration course, Check with your training representative before you register as district and office procedures vary. You can find these course sessions on iHUB Learning Center <http://ihub.dot.state.mn.us/learningcenter/>

Strongly recommended

Supervising a Respectful Workplace ADMN00083

The purpose of this training is to equip supervisors with the skills necessary to establish and manage a respectful and inclusive workplace while also effectively recognizing, responding to, and preventing disrespectful, harassing, discriminatory and/or violent behaviors. In this 4hour session participants will:

- Review significant supervisory core skills related to a respectful workplace
- Understand the defining qualities of behavior that are disrespectful, harassing, discriminatory and/or violent.
- Understand the responsibilities supervisors have to ensure a respectful workplace.
- Expand skills for establishing, and managing a respectful and inclusive workplace.

*Prerequisite: ADMN00026-Respectful Workplace or ADMN00132 Respectful Workplace refresher

Upcoming Supervising a Respectful Workplace Class Locators, Dates, Times, and Locations:

1) Class locator: 0000230633	February 1, 2017 8:30am-12:30pm	MnDOT Training and Conference
2) Class locator: 0000230639	February 15, 2017 9:00am-1:30pm	St. Cloud Training Center

3) Class locator: 0000230635	February 15, 2017 8:30am-12:30pm	MnDOT Training and Conference
4) Class locator: 00002306151	April 14, 2017 9:00am-1:30pm	St. Cloud Training Center
5) Class locator: 0000230535	May 16, 2017 8:30am-12:30pm	MnDOT Training and Conference
6) Class locator: 0000230640	June 22, 2017 9:00am-1:30pm	St. Cloud Training Center
7) Class locator: 0000230637	July 11, 2017 9:00am-1:30pm	St. Cloud Training Center
8) Class locator: 0000230495	August 8, 2017 8:30am-12:30pm	MnDOT Training and Conference
9) Class locator: 0000230641	September 12, 2017 9:00am-1:30pm	St. Cloud Training Center
10) Class locator: 0000230150	October 10, 2017 8:30am-12:30pm	MnDOT Training and Conference
11) Class locator: 0000230641	November 8, 2017 8:30am-12:30pm	MnDOT Training and Conference
12) Class locator: 0000230150	December 12, 2017 9:00am-1:30pm	St. Cloud Training Center

How to Register:

While this is a self-registration course, Check with your training representative before you register as district and office procedures vary. You can find these course sessions on iHUB Learning Center <http://ihub.dot.state.mn.us/learningcenter/>

Train-the-Trainer: Respectful Workplace Refresher facilitation

This training module prepares trainers to facilitate the Respectful workplace refresher, with an understanding that meaningful learning builds on your personal knowledge and life experiences, and makes sure that new information is relevant, practical, and authentic.

Trainers for the Respectful Workplace Refresher will:

- Demonstrate complete and accurate presentation skills and follow standardized goals and outcomes

- Demonstrate cultural awareness and humility and consider cultural factors that may influence participant questions (for example, by recognizing that one's own cultural models may be different from others) and awareness of potential bias (conscious and unconscious) in interactions with participants
- Demonstrate knowledge of available resources, make appropriate recommendations, and answer questions accurately.
- Prepare to facilitate the Respectful Workplace Refresher

*Prerequisite: ADMN00026-Respectful Workplace

Upcoming Train-the-Trainer: Respectful Workplace Refresher Class Locators, Dates, Times, and Locations:

Pending (2017 trainings has not yet been scheduled)