



EEO Professional 'Intermediate' Course (EPS-I) Resident

Purpose: This training increases the knowledge, skills, and attitudes essential to an EEO Specialist. DEOMI bases Curriculum upon lectures, discussions, and interactive role-plays that help the EEO professional succeed in the Federal sector. The EEO Specialist serves as facilitator/liaison between the employee and management in the complaint processing stage.

Program/Course Description: This course uses a hybrid approach to learning, meaning that learning events occur in both online and in-resident environments. Students selected for the Intermediate course must complete all online modules prior to attending in-residence training. DEOMI provides basic knowledge about a subject using both ADL and traditional lectures given in resident. The online and in-resident portion of the training is a major strategy for expanding knowledge of basic subject matter in the cognitive domain of learning. It is critical that students comprehend the online training material prior to attending in-resident training. Doing so will ensure the student is fully prepared to meet in-resident learning objectives.

DEOMI implements skills and attitude learning associated with higher-level learning objectives in a small-group (in-resident) format to allow the student to meet both cognitive and affective learning objectives. In the small group, instructors will provide information that will assist students to understanding lesson content and how to apply their experiences. Lectures and discussions will center on the major issues and concerns pertinent to military readiness and the competencies needed to become a successful EEO professional (Specialist). *The course builds on knowledge and skills gained through the EEO Professional Entry Course and three or more years of full-time EEO experience.*

Phase I training consists of 10 online modules (approximately 20 hours of seat time):

1. *Disability Program Management*
2. *MD-715/Barrier Analysis (Investigation, Analysis, and Interpretation)*
3. *The Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act)*
4. *Roles and Responsibilities of the EEO Professional (Specialist)*
5. *EEO Complaint Process*
6. *Fundamentals of Complaints*
7. *Managing Special Emphasis Programs (SEP)*
8. *Organizational Assessment & Climate Survey (DEOCS)*
9. *Diversity and Inclusion in the Workforce*
10. *Outreach/Marketing & Recruitment*

Phase II consists of two weeks (approximately 72 hours) of resident training, including small-group activities designed to reinforce concepts learned during Phase I. Additionally, Phase II curriculum includes the following lessons: *The EEO Professional (Specialist) Occupation (Overview), Processing Formal Complaints, The EEO Counselor Report, Managing Special Emphasis Programs (SEP), Applying Management Directive (MD)-715, Workforce Social*

Dynamics, Diversity and Inclusion, Organizational-Climate Assessment, Complaints Investigative Reporting, and AJ Perspective on Mixed-Case Complaints. These lectures will increase the comprehension of facts, concepts, principles, and generalizations. Concepts represent a class of terms (an idea usually expressed in a word/s), and principles communicate relationships among concepts. Generalizations are relationships between/among concepts expressed at a higher level of abstraction than a principle. DEOMI creates lectures to allow students to see the relationship or organization of the new ideas. Lectures tend to present a concept (one idea) by first defining it and then giving many concrete examples of the concept.

Learning Outcomes:

- Know the fundamentals of the EEO program and Civil Rights Act
- Know how discrimination manifests itself in the work environment
- Analyze basic facts involving EEO complaint and the burden of proof
- Know how workplace harassment impacts the workplace
- Know the EEO complaints process as it pertains to the EEO Specialist
- Know how the fundamentals of resolving complaints within the Federal EEO complaints processing system impacts the mission
- Know how personnel policies and procedural issues impact the mission
- Know how the basic concept of the practice of ADR impacts the mission
- Know how to apply affirmative employment practices in the workplace
- Know the foundation of special emphasis programs and its impact on the mission
- Know how diversity manifests itself in the workforce
- Know the basic facts associated with the Individuals with Disabilities Act and its impact on the mission
- Comprehend the EEO practitioner's role and responsibility of handling sexual assault in the military environment
- Know the fundamental skills associated with good presentations

ACE College Credit: Under evaluation

Target Audience: Graduates of the 'Entry' Course with 3 years of experience in the field, GS-7 through GS-11, and must have attended the EEOCC, SEPMC or DPMC.

Specialty/Skill Identifier Awarded: None associated with this course

Prerequisite: Must have completed the EPS-E or the EEO Counselor Course (EEOCC) and after date of completion have 3 years of EEO experience. Students must have attended the SEPMC or the DPMC.

Method of Instruction: Lecture, small group, case study, discussions, reading, research, and exercises/activities

Instructional Medium: Classroom instructor, traditional audiovisual devices, printed materials, etc.

Duration: 20 hours (seat time) online instruction; 9 academic days (72 hours)

Frequency: One time per year

Students per class: 48

Admissions Policy: Allocations granted by the Commandant and those set forth in each Service's school admissions policy serve as the basis for admission to any program or course offered at DEOMI The Institute disseminates criteria for selection to each DoD component's EO/EEO proponent (i.e., headquarters office). The Air Force's education and training course announcement Web page

(<https://etca.randolph.af.mil/>) has valuable information concerning DEOMI courses with links to other military Service training announcement sites. DEOMI's admissions policy supports the mission and purpose of the Institute and reflects the needs of the warfighter. DEOMI's student body consists of four distinct student populations: U.S. military officers, enlisted, international military members, and Federal Government civilian employees. DEOMI admits all DoD employees through their Services' selection/assignment processes.

Once admitted to the program, DEOMI expects each student to attend and participate in the lessons associated with the program. To be successful, each student must meet the lesson objectives.

Contact: For the resident course, contact the Student Service at DSN 854-5874/4617/5214, commercial (321) 494-5874/4617/5214. DoD civilians should direct their requests for quotas through their respective Training Offices to their Major Commands. If other than Army, Air Force, or National Guard, please send the first two pages of a completed SF-182 directly to our office.

Internet Address: www.defenseculture.mil or www.deomi.org