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DATE: December 18, 2018

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: 2019 Preventing Sexual Harassment Training

Louisiana State Civil Service is pleased to announce that the 2019 version of Preventing Sexual Harassment as well as the new Preventing Sexual Harassment for Supervisors course have been completed and uploaded into LEO. These courses will be released on January 1, 2019.

As in previous years, the 2019 Preventing Sexual Harassment course is designed to raise awareness regarding the prevention of sexual harassment. The course contains interviews with individuals who are considered field experts on the topic and prevention of sexual harassment. This course offers general knowledge of what could be considered sexual harassment along with practical steps that can be taken to prevent sexual harassment from happening in the workplace. Provided printable resources can be used to assist with increasing awareness and/or responding to potentially sexually harassing situations. This course meets the 1-hour training requirement as outlined ACT 270 of the 2018 Regular Session.

This new Preventing Sexual Harassment for Supervisors course is designed to raise the awareness of supervisors regarding the prevention of sexual harassment. The course includes a self-assessment to help supervisors identify potential areas for improvement. The course also presents practical strategies supervisors can use to prevent sexual harassment in our workplace. This course meets the requirements for supervisors to receive training on preventing sexual harassment as required by ACT 270 of the 2018 Regular Session.

Both courses can be found in LEO. The titles are: **CPTP SCS Prevent Sexual Harassment 2019** and **CPTP SCS PSH for Supervisor 2019 WBT**. Once the courses are completed, they will show up on training transcripts as CPTP SCS Prevent Sexual Harassment 2019 and SCS Prevent Sexual Harassment Supers WBT, respectively. Because these courses will not be released until 2019, employees should still take the 2018 version of Preventing Sexual Harassment to satisfy this current year's training mandate.

Please distribute this general circular to all employees in your agency.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director