

## 2021 年線上騷擾防治訓練指南 - Nonsupervisory (Training Tips)

7/28/2021 (Logos HR Office)

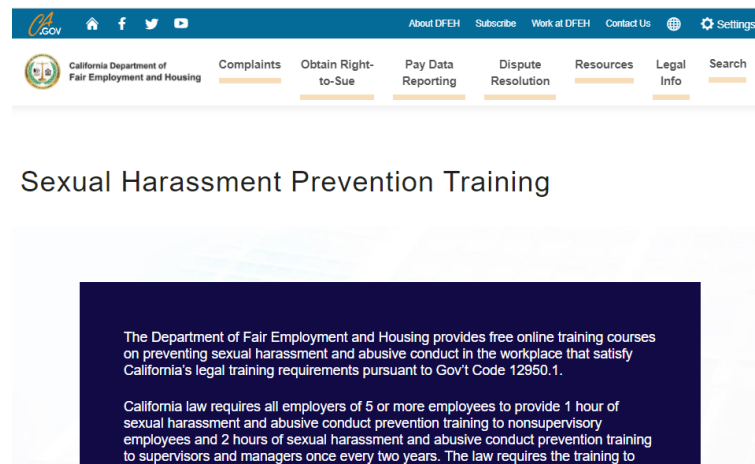
內容包括性騷擾與霸凌騷擾相關的職場教育內容

如果您不是主管，請完成一小時的 “Non-supervisory Employee Training” (如外加準備與休息時間，應該可以在 90 分鐘左右完成)

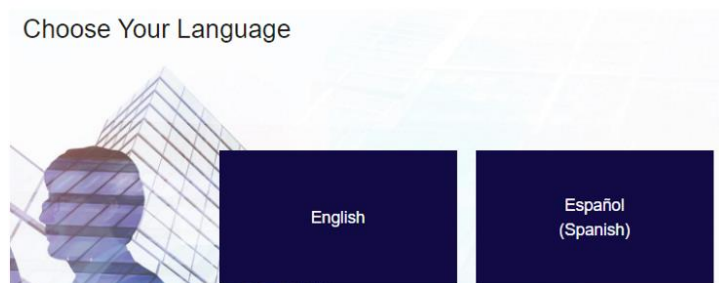
提醒：

- 訓練開始後請勿關閉你的 Web Browser, 以免要重新開始
- 不需註冊 (NO need to create a user account/password)
- 訓練途中可以休息，(回來有時需要按 “Resume” 按鍵繼續) 但請儘快完成
- 訓練中的 Quizzes 是以是非題或問答題方式分散在訓練課程中，並沒有結束前的大考 (總測驗)
- 訓練最後清務必填寫你的正式姓名，並取得證書(建議存檔為 PDF format) 才算完成。

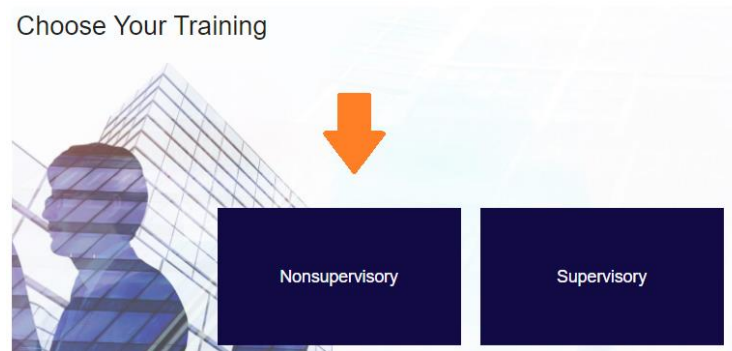
1. 從 web browser 登錄到訓練網站網址 <https://www.dfeh.ca.gov/shpt/>，如下



2. 選擇訓練語言，有中英文等。為熟悉使用詞匯，建議使用英文



3. 選擇訓練種類: Nonsupervisory



4. 這是訓練的 Welcome Page



5. 接下來是有關訓練方式的基本說明: 要通過這三關

- 1 Review material and videos
- 2 Take quizzes
- 3 Print or save certificate

6. 繼續有關訓練的說明:

- This training will take approximately 1 hour.
- You can go back by selecting PREV or the back arrow at the bottom of the screen.
- You can go forward by selecting NEXT or the forward arrow at the bottom of the screen.
- You cannot save your progress and return to the training.

7. 請耐心學習，可用截屏(Screenshot) 方式做筆記
8. 有部分是短片 video clip 請看完才能接下去
9. 一個 Quiz 的例子：

## True or False

The employee does NOT have to verbally tell the boss to stop for it to be sexual harassment. People can use body language, excuses, a tone of voice to "say" they are uncomfortable, and the conduct is unwelcome.

- ☒ True
- ☐ False

10. Sexual Harassment, Bullying 和相關的 Discrimination 內容都有包括在訓練中
11. 這是即將取得訓練證書前的畫面，請輸入正式姓名（舉例如下）



### How to Obtain Your Certificate

**ACTION NEEDED:** Enter the name you want on your certificate in the blue box below.

Name:

Then, proceed to the next page.

Note: If you have not entered your name in the blue box above, you will not be able to jump to next slide.

12. 取得證書的方式有四種：如果使用照相，請務必所有內容都清晰

## Certificate Instructions

### Print certificate

1. Go to next page.
2. Select print button at bottom of page.
3. Print dialog box will appear. Select your printer. Select **Print** button.

### Save certificate

1. Go to next page.
2. Select **save** button at bottom of page.
3. Print dialog box will appear. Select save as PDF. Select **Save** button.

### Take photo of your certificate

1. Go to next page.
2. **Take photo** of your certificate.

### Screen Shot certificate

1. Go to next page.
2. Use the **screen shot functionality** on your mobile device or PC/Mac.
3. Chose to **print** or **save** your screen shot.

13. 在取得證書之後，這應該是最後一張 slide



## Resources

### Anti-discrimination Agencies

- [California Department of Fair Employment and Housing \(DFEH\)](#)
- [US Equal Employment Opportunity Commission \(EEOC\)](#)

### Posters & Fact Sheets

- [DFEH Posters, Brochures & Fact Sheets](#)

### Other

- [Child Protective Services](#)
- [Workplace Harassment Prevention Guide](#)
- [DFEH Complaint Filing Page](#)

14. 恭喜你完成此訓練，請將證書 email 給 HR Office – Bernard Jin ([bernardjin@les.edu](mailto:bernardjin@les.edu)) 並自行存檔。（請保留至少兩年）

[ End of Training Tips ]