

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

7/28/2021 (Logos HR Office)

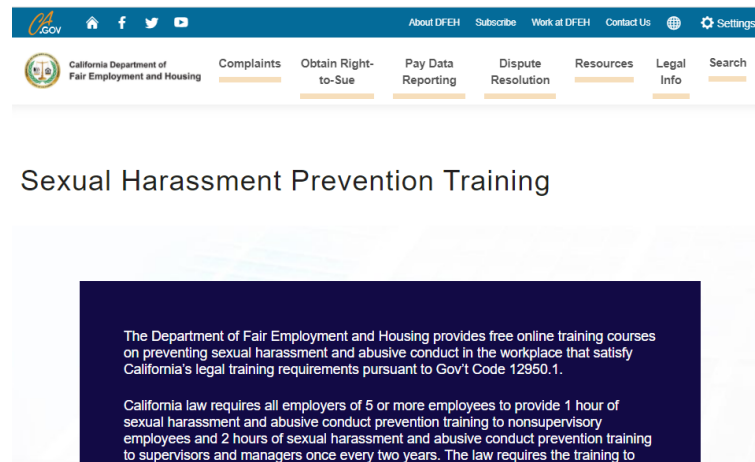
內容包括性騷擾與霸凌騷擾相關的職場教育內容

如您是主管或教師、教授，請完成兩小時的“Supervisory Level Employee Training” 如果外加準備與休息時間，應該可以在三小時左右完成。

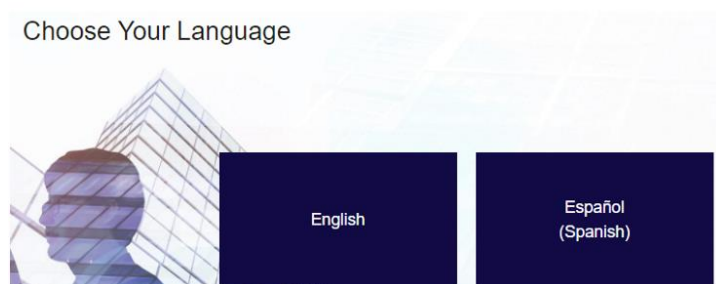
提醒：

- 訓練開始后請勿關閉你的 Web Browser, 以免要重新開始
- 不需註冊 (NO need to create a user account/password)
- 我的經驗是訓練途中可以休息，甚至用餐 (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。

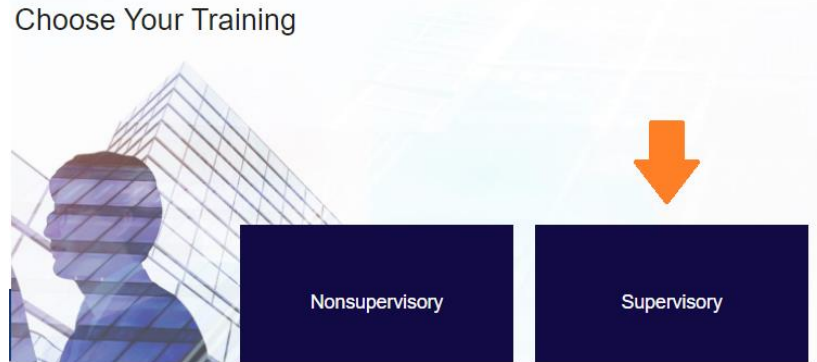
1. 從 web browser 登錄到訓練網站網址 <https://www.dfeh.ca.gov/shpt/>，如下



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：Supervisory



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：

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. 這是訓練課程的最後一張 slide

Conclusion

Please remember, your role as a supervisor is key in creating a workplace of respect.

Supervisors must take action when employees report sexual harassment or when they observe sexual harassment.

If you are unsure how to handle a situation, ask for help. Your manager, HR department, Equal Employment Office, or legal team may be able to help you. You can also find information from human resources organizations, lawyer's groups, or government agencies.

Congratulations on finishing this course!

177

12. 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.

13. 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.

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

[End of Training Tips]