ll SEVEN courses listed below are required to be completed in the Vector Solutions Learning Management System.

Biennial Courses (every two years)	
Accommodating Disabilities	RADA
Preventing Harassment and Discrimination	RADH
Family Education Rights and Privacy Act (FERPA) Training	RFER
Hazard Communication (OSHA)	ROEP
Workplace Violence Prevention	RWPV
Annual Courses (every year)	
Data Security and Privacy	RDSP
Workplace Bullying: Awareness and Prevention	RWPB
Freedom of Speech	RFOS

Salt Lake Community College Required Training Program

Preventing Harassment and Discrimination: Non-Supervisors (Utah)

SLCC Course Code

RADH

Training Frequency

Biannual (Every 2 years)

Course Outline

Total Time: 90 Minutes

- Preassessment
- Building Positive Workplaces
- Developing Awareness & Recognizing Discrimination
- Cultivating Attitudes & Identifying Harassment
- Taking Action Against Retaliation
- Maintaining Positive Workplaces
- Final Assessment

Course Description

Preparing learners to cultivate and maintain a workplace culture resistant to discrimination, harassment, and retaliation. Including key elements of Title IX laws and how it applies to a safe work environment.

Learning Outcomes

- Empower staff members to foster inclusive, respectful, and harassment-free workplace
- Enable participants to identify and understand various forms of discrimination, fostering empathy and awareness with the goal of creating a more inclusive work environment.
- Cultivate a workplace culture that encourages respectful attitudes and equip participants to recognize, report, and address harassment appropriately.
- Inspire students to understand, prevent, and respond to workplace retaliation, ensuring a safe environment for reporting harassment or discrimination concerns.
- Equip participants with skills and knowledge needed to support positive workplace culture, foster ongoing respect and inclusion.

Salt Lake Community College Required Training Program

Accommodating People with Disabilities

SLCC Course Code

RADA

Training Frequency

Biannual (Every 2 years)

Course Outline

Total Time: 45 Minutes

- Preassessment
- Protected Individuals
- Reasonable Accommodation
- Conclusion
- Final Assessment

Course Description

Overview of disability discrimination laws and helps supervisors navigate the process of accommodating qualified applicants and employees with disabilities. Using real case reviews, case studies of real-world situations, and role-playing, supervisors will be better prepared to recognize protected individuals, respond to requests for accommodation, engage in the interactive process, and avoid common mistakes. This course covers the requirements of the Americans with Disabilities Act (ADA).

Learning Outcomes

- Recognize example instances of discrimination or harassment directed towards protected individuals in the workplace.
- Develop strategies of support and the ability to advocate protected individuals' rights in diverse workplace settings.
- Understand reasonable accommodation and learn to effectively implement accommodations ensuring equal opportunities for individuals with disabilities in the workplace.
- Discern possible barriers to accessibility and proactively address them through provisions of reasonable accommodations, fostering inclusive and equal participation in the workplace.

Salt Lake Community College Required Training Program

FERPA: Family Educational Rights and Privacy Act

SLCC Course Code

RFER

Training Frequency

Biannual (Every 2 years)

Course Outline

Total Time: 40 Minutes

- Prologue
- Education Records
- Permitted Disclosures
- Students' FERPA Rights

Course Description

Learners will gain a foundational understanding of the Family Educational Rights and Privacy Act (FERPA)'s principles, regulations, and implications for safeguarding student privacy rights and educational records. Through exploration of key provisions, participants will grasp the basics of FERPA compliance in maintaining confidentiality, access control, and data protection within educational institutions.

Learning Outcomes

- Understand the foundational principles and objectives of the Family Educational Rights and Privacy Act (FERPA).
- Identify the rights and responsibilities outlined in FERPA for educational institutions, emphasizing the importance of maintaining confidentiality and protecting privacy.
- Demonstrate the ability to apply FERPA guidelines to educational records effectively.
- Evaluate the implications of FERPA on educational practices, policies, and procedures within higher education institutions, emphasizing the significance of maintaining accurate and secure student records.
- Develop strategies for ensuring FERPA compliance with interactions within educational settings, promoting a culture of accountability, transparency, and respect for student privacy.

Salt Lake Community College Required Training Program

Hazard Communication (OSHA)

SLCC Course Code

ROEP

Training Frequency

Biannual (Every 2 years)

Course Outline

Total Time: 30 Minutes

- Introduction
- Safety Training
- Conclusion

Course Description

Essentials of federal and certain state Hazard Communication (HazCom) standards, learners find out what employees need to know about container labels, safety data sheets, HazCom symbols, and what to do if they are exposed to hazardous chemicals. Using real cases and challenging interactions, this course conveys why HazCom is important and how it can protect workers. Updates to OSHA regulations will be tracked and incorporated. The content of this course is built to help companies comply with U.S. federal and state standards.

Learning Outcomes

- Understand key elements of federal and state Hazard Communication standards (HazCom), including requirements of container labels, safety data sheets (SDS), HazCom symbols, and protocols for handling hazardous chemical exposures.
- Identify the importance of HazCom in the workplace and its role protecting workers from potential hazards associated with chemical substances.
- Develop knowledge of the legal and regulatory aspects of HazCom, including updates to OSHA regulations, ensuring compliance with federal and state standards.
- Develop strategies for promoting HazCom awareness and adherence within Salt Lake Community College, emphasizing the importance of employee education and engagement in maintaining a safe a compliant work environment.

Salt Lake Community College Required Training Program

Workplace Violence Prevention

SLCC Course Code

RWVP

Training Frequency

Biannual (Every 2 years)

Course Outline

Total Time: 40 Minutes

- Prologue
- Recognize Workplace Violence
- Prevent Workplace Violence
- Responses to Workplace Violence
- Epilogue

Course Description

Raising awareness about workplace violence to help employees to identify the risks of workplace violence and prevents incidents of it. This course covers employees' roles in creating a safe workplace, the warning signs of potential danger, and how employees can reduce the risk of injury during violent situations.

Learning Outcomes

- Analyze signs and potential causes of workplace violence to effectively identify and mitigate risks, fostering a safe, welcoming, and secure work environment.
- Evaluate proactive strategies and policies aimed at preventing workplace violence, ensuring a secure and supportive work environment for employees.
- Apply practical-based prevention strategies and intervention protocols to minimize the occurrence of workplace violence, safeguarding employee well-being.
- Evaluate appropriate responses and escalation procedures for managing incidents of workplace violence, prioritizing employee safety and organizational security.
- Develop crisis management techniques, communication protocols, and a reactive mindset to effectively respond the impact of workplace violence incidents, ensuring coordinated actions to protect employees and minimize harm.

Salt Lake Community College Required Training Program

Data Security and Privacy

SLCC Course Code

RDSP

Training Frequency

Annually (Every year)

Course Outline

Total Time: 70 Minutes

- The Data Security Problem
- What We Need to Protect
- Threat Actors & Their Tactics
- How We Can Protect Data
- Responding & Reporting

Course Description

Showing employees how to recognize potential threats and risky behaviors and teaches how to mindfully respond to cyber-threats. Along the way, employees can apply what they've learned in a variety of realistic scenarios. Specific topics include phishing, pharming, social engineering, secure wireless connections, creating strong passwords, encryption, safe browsing, and watering hole attack.

Learning Outcomes

- Analyze complexities of data security problems to develop informed strategies for safeguarding sensitive information and mitigating potential risks to organizational integrity.
- Evaluate critical assets and information requiring protection within the organization, discerning significance, and vulnerabilities to devise comprehensive security measures.
- Analyze various threat actors and their tactics to identify potential cybersecurity risks, develop effective defense strategies, and mitigate threats to protect organizational assets.
- Apply effective data protection methods and protocols for security sensitive information, emphasizing adherence to industry standards and regulatory requirements.
- Evaluate appropriate response procedures and reporting mechanisms for cybersecurity incidents by ensuring timely and effective mitigation of threats and security compliance.

Salt Lake Community College Required Training Program

Workplace Bullying: Awareness and Prevention

SLCC Course Code

RWPB

Training Frequency

Annually (Every year)

Course Outline

Total Time: 27 Minutes

- Effects of Bullying
- Identifying Bullying Behavior
- Dealing with Workplace Bullies
- Scenarios

Course Description

This course is designed to help faculty and staff members gain greater understanding of the nature of workplace bullying so that it may be prevented. It will review the impact of workplace bullying, identification of bullying behavior and effective ways to deal with workplace bullying.

Learning Outcomes

- Analyze the psychological, emotional, and social impacts of bullying to understand its effects on individuals and communities, informing development of proactive intervention strategies.
- Evaluate critical thinking skills to recognize and distinguish various forms of bullying behavior, enabling proactive identification and intervention to create safer and more inclusive environments.
- Evaluate effective strategies for addressing workplace bullying, empower individuals to assertively confront and manage abusive behavior while preserving professional integrity and promoting supportive work environments.
- Apply conflict resolution and communication techniques to effectively address instances of workplace bullying, fostering constructive dialogue, prompting mutual respect among colleagues, and mitigate hostile behaviors to cultivate a positive workplace culture.

Salt Lake Community College Required Training Program

Freedom of Speech

SLCC Course Code

RFOS

Training Frequency

Annually (Every year)

Course Outline

Total Time: 40 Minutes

- Defining Protected Speech
- Defining Freedom of Speech
- Rights and Responsibilities of Speech
- Contributing to Campus Culture

Course Description

This course is designed to provide faculty and staff training on academic freedom and freedom of speech. It will also address the separation of personal political advocacy from an institution's business interests.

Learning Outcomes

- Define and distinguish between protected and unprotected speech under the First Amendment, recognizing the types of speech that are safeguarded in higher education settings.
- Articulate the concept of freedom of speech, including its historical development, legal foundations, and its significance in fostering a democratic society.
- Analyze the rights and responsibilities associated with freedom of speech, understanding the ethical considerations and potential consequences of exercising free speech on campus.
- Evaluate how individual and collective speech contributes to campus culture, promoting a diverse and inclusive environment while respecting differing viewpoints.
- Apply principles of free speech to real-world scenarios, demonstrating their ability to navigate complex situations and uphold the values of free expression within the university community.