



OFFICE OF CONGRESSIONAL WORKPLACE RIGHTS TRAINING CATALOG

OVERVIEW OF THE CONGRESSIONAL ACCOUNTABILITY ACT (CAA)

Understand the 13 workplace protections provided to legislative branch employees by the CAA. These protections include family and medical leave, fair labor standards, safety, accessibility, and civil rights. Learn about the role of the Office of Congressional Workplace Rights and what to expect during the dispute resolution process. (In person. Online coming soon.)



INTRODUCTION TO THE FAMILY AND MEDICAL LEAVE ACT

Expecting? Adopting? Deploying? Caring for an ill family member? This course outlines leave eligibility and requirements, including employee and employer obligations under the FMLA as applied to the legislative branch. (In person & online)



PREVENTING DISABILITY DISCRIMINATION

Learning more about the ADA and reasonable accommodation can help create a more inclusive workplace. This module explains the term "qualified person with a disability" and explores the responsibilities of an employer to accommodate the needs of an employee with a disability, and discusses the privacy issues around medical information. (Online)



+ ACCESSIBILITY TUTORIAL Learn a few simple office changes to accommodate constituents with disabilities. (Online)

RECOGNIZING & PREVENTING DISCRIMINATION AND HARASSMENT

This course meets the requirements for Senate-mandated training and provides a detailed overview of workplace harassment, discrimination, and retaliation. The course also examines the roles that employees and supervisors have in preventing offensive conduct and addressing behaviors that could contribute to a hostile work environment. (In person & online)



PREVENTING SEXUAL HARASSMENT

This course goes beyond the legal definitions of quid pro quo and hostile work environment and deals with nuanced situations such as compliments, hugs, and jokes that might go too far. The course contains practical advice about real-workplace scenarios and suggests ways to nip inappropriate behaviors in the bud. (In person & online)



A BYSTANDER'S RESPONSE TO WORKPLACE HARASSMENT

Should you say something? What should you say? Then what? Bystander Intervention recognizes that people are more likely to act when they see inappropriate behavior if they know how to effectively intervene. This practical training focuses on recognizing offensive and discriminatory conduct and suggests ways to respond. (In person & online)



WHAT EVERY OFFICE NEEDS TO KNOW ABOUT UNCONSCIOUS BIAS

In addition to an overview of the psychology and science of bias, the session delivers practical strategies for recognizing and minimizing the effect of both cognitive and unconscious bias in the workplace. (In-person seminars held periodically)



All courses can be customized. Additional briefings on provisions of the CAA, including veterans protections, are available.

Email: ocwrtraining@ocwr.gov or call 202 724 9250