



ALAMEDA COUNTY TRAINING & EDUCATION CENTER

WORKPLACE HARASSMENT PREVENTION ONLINE COURSE FOR ALL EMPLOYEES QUICK-GUIDE

CALIFORNIA STATE LAW (SB 1343) NOW REQUIRES ALL EMPLOYEES TO COMPLETE A *WORKPLACE HARASSMENT PREVENTION ONLINE COURSE* FOR MANAGERS AND NON-MANAGERS TRAINING EVERY TWO YEARS. USE THIS QUICKSTART GUIDE TO GET STARTED WITH YOUR MANDATED TRAINING.

LOGIN

TYPE [HTTPS://ALAMEDA.SUMTOTAL.HOST/CORE/DASH/HOME](https://alameda.sumtotal.host/core/dash/home) IN YOUR BROWSER TO GET STARTED.

Enter User Information:

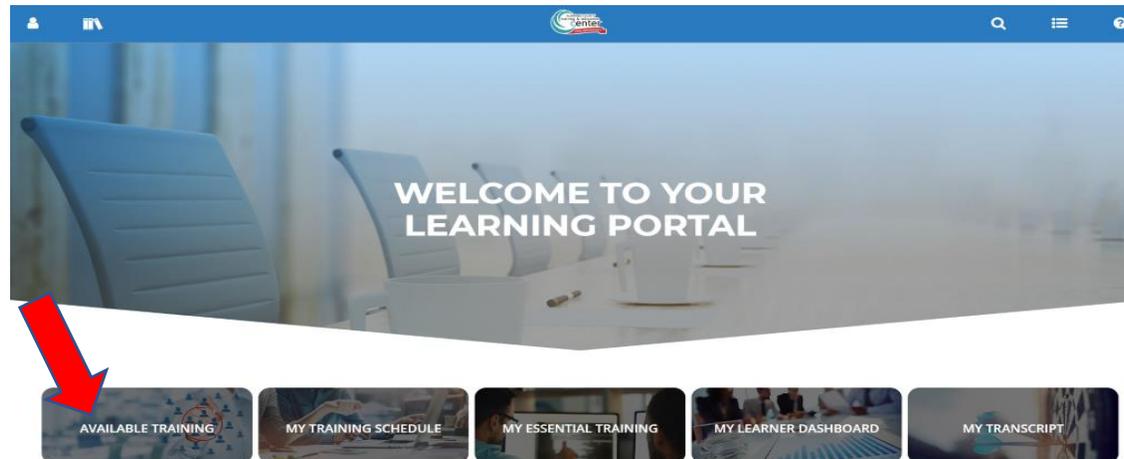
Username: County work email address

Default Password: Employee ID Number

If you forget your password, click the *Forgot your password?* link on the login page.

NAVIGATE

NAVIGATE BY SELECTING **AVAILABLE TRAININGS**





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SEARCH COURSE

START COURSE

SEARCH COURSE WITH EXACT COURSE TITLE IN THE SEARCH BOX.

Managers & Supervisors type **Workplace Harassment Prevention for Managers**
Non-Managers type **Workplace Harassment Prevention for Employees, State of California**

SEARCH

LEARNING - *Workplace Harassment Prevention for Managers - Multi-State Edition, Version 3.0

SHOWING 20 OF 6864 RESULTS FOR "*" Sort By RELEVANCE

If you are unsure of which course you're required to complete, please confirm with your Supervisor or Department HR Representative.

SELECT START TO LAUNCH AND BEGIN COURSE

Workplace Harassment Prevention for Managers - Multi-State Edition, Version 3.0
Harassment and discrimination can have a very negative impact on an organization's work environment and enormous personal consequences to those involved. Managers and supervisors have a responsibility to both their employees and their company to know their role in preventing and responding to
Course 2 Hours zacted_01_a32_lcc_enu

Workplace Harassment Prevention for Employees, State of California
Discrimination and harassment at work can have a corrosive effect on an organization's culture and can lead to low employee morale, reduced productivity, and even criminal liability. This course will provide an overview of the types of behaviors that can give rise to discrimination, harassment, and
Course 1 Hour 15 Minutes zacted_01_b42_lcc_enu

SELECT

- Start
- View Details
- Cancel Registration
- Add To Playlist
- Add To Development Plan
- Manage Assignments
- Register Others



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START
COURSE

SELECT START IF COURSE DOESN'T BEGIN IMMEDIATELY

 Online activity is in progress. Do not close this page. You will be automatically redirected on completion.

WORKPLACE HARASSMENT PREVENTION FOR EMPLOYEES, STATE OF CALIFORNIA



We have attempted to launch your course in a new window, but a popup blocker is preventing from opening it. Please click the below button to relaunch the course.

START



SELECT START COURSE TO LAUNCH

Workplace Harassment Prevention for Employees, State of California

Course Number zacted_01_a42_1cc_enus

Enable Web Accessibility (Internet Explorer browsers only)
[What is Web Accessibility?](#)

Start Course 



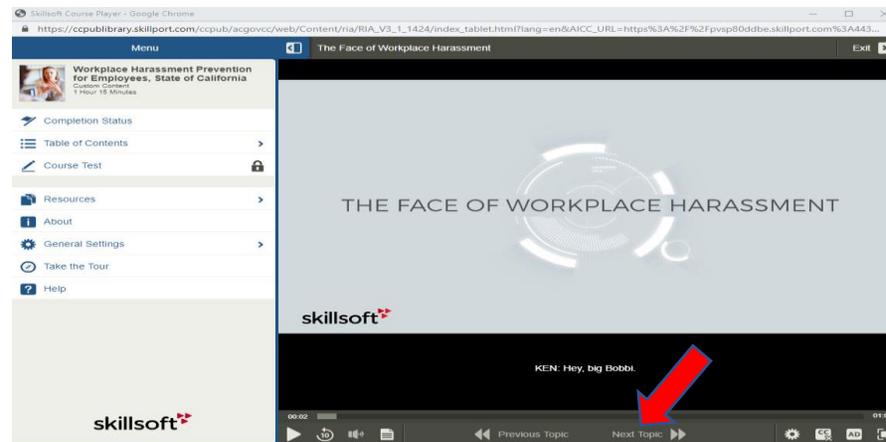
ACKNOWLEDGE YOUR IDENTITY

ACKNOWLEDGE BY SELECTING AGREE TO BEGIN THE ONLINE COURSE.



NAVIGATE YOUR ONLINE COURSE

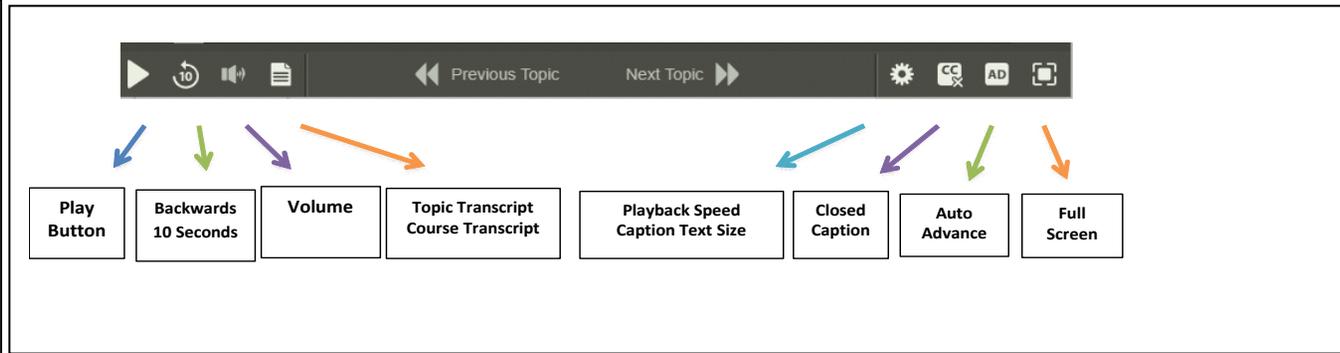
NAVIGATE THE MENU OPTIONS TO MAXIMIZE YOUR LEARNING EXPERIENCE. CLICK THROUGH TOPICS IN THE LESSON BY SELECTING **NEXT TOPIC**. YOU CAN COMPLETE THE COURSE IN MULTIPLE SESSIONS. THE COURSE WILL BOOKMARK YOUR PROGRESS AND RESUME FROM THE LAST TOPIC AREA OF COMPLETION.



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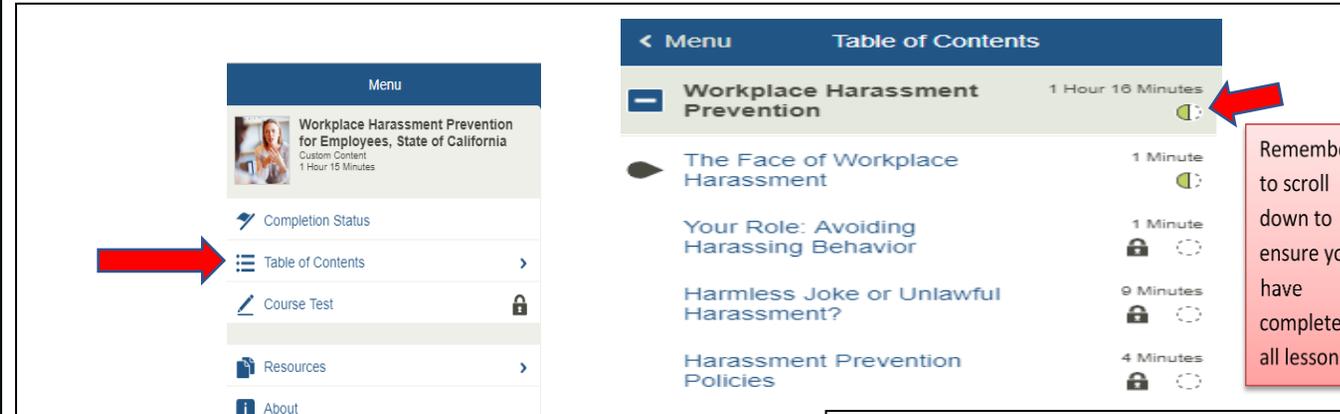
NAVIGATING



Navigation controls for the video player:

- Play Button
- Backwards 10 Seconds
- Volume
- Topic Transcript
- Course Transcript
- Playback Speed
- Caption Text Size
- Closed Caption
- Auto Advance
- Full Screen

TRACK PROGRESS



Course Menu:

- Workplace Harassment Prevention for Employees, State of California (1 Hour 15 Minutes)
- Completion Status
- Table of Contents
- Course Test
- Resources
- About

Table of Contents:

Section	Duration	Progress
Workplace Harassment Prevention	1 Hour 15 Minutes	Green circle
The Face of Workplace Harassment	1 Minute	Half green circle
Your Role: Avoiding Harassing Behavior	1 Minute	White circle with lock
Harmless Joke or Unlawful Harassment?	9 Minutes	White circle with lock
Harassment Prevention Policies	4 Minutes	White circle with lock

TRACK YOUR PROGRESS BY SELECTING THE TABLE OF CONTENTS LINK. A GREEN CIRCLE INDICATES THE COMPLETION OF A SECTION, THE HALF GREEN AND HALF WHITE CIRCLE INDICATES THAT YOU HAVE STARTED A SECTION, AND THE WHITE CIRCLE INDICATES YOU HAVE NOT STARTED A SECTION.

WHEN ALL CIRCLES ARE ENTIRELY MARKED GREEN, YOU HAVE **COMPLETED THE COURSE**. INDICATING YOU'VE VISITED ALL REQUIRED CONTENT, SPENT THE MINIMUM TIME REQUIREMENT, AND HAVE SCORED 100% ON ALL TESTS. YOU CAN CHECK YOUR COMPLETIONS STATUS BY SELECTING THE COMPLETION STATUS BUTTON.

Remember to scroll down to ensure you have completed all lessons.



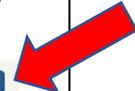
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COMPLETING THE COURSE



- 1) You can **Print a Report** for your records. We encourage you to Print to PDF. Select the **Exit Course** button.



CONGRATULATIONS, YOU HAVE OFFICIALLY COMPLETED THE COURSE!

For technical issues, please contact

<http://support.skillport.com/livehelp/passthrough.asp> or 1-866-754-5435.

TRACK YOUR COMPLETION