

MEMORANDUM

STATE OF ALASKA
Department of Transportation and Public Facilities
Alaska Marine Highway System

“A Respectful Workplace” Classes ~ Spring 2011

~*This class also fulfills the AMHS shipboard “EEO/Preventing Sexual Harassment” MQ requirement~

Date: Thursday, March 17th

Times: 13:00-17:00

Location: Ketchikan ~ UAS VochTech Campus ~ 600 Stedman St. Rm H101

Date: Wednesday, March 30th

Time: 13:00 -17:00

Location: Seward ~ AVTEC Main Campus, 809 2nd Avenue ~ Connected Ed Building

Date: Wednesday, April 13th

Time: 13:00 -17:00

Location: Juneau ~ Baranof Hotel ~ 127North Franklin St. ~ Treadwell Room

Additional: See “Train Alaska” <https://aws.state.ak.us/TrainAlaska/> to view an upcoming schedule or call them at (907)375-7720 for class times, etc.

Locations: Anchorage & Juneau ~ go to the “Train Alaska” site (link is posted on the AMHS Learning Portal <http://amhslearningportal.alaska.gov/>)

*This class also fulfills the Minimum Qualifications (to bid) requirement for the AMHS “EEO/ (Preventing) Sexual Harassment”. If you do not have an EEO Certificate of Completion and/or you have never attended the “A Respectful Workplace” class it is highly recommended that you attend one.

“A Respectful Workplace”: This half-day course is designed to provide employees with knowledge of their rights and responsibilities under key state and federal Equal Employment Opportunity laws. Employees also learn to recognize inappropriate behavior including sexual harassment and have knowledge of their choices in dealing with disrespectful behavior.

Upon completion of this half-day course participants will:

- ✓ Have knowledge of their rights and responsibilities under state and federal anti-discrimination laws.
- ✓ Have knowledge of how to recognize illegal, offensive, and disrespectful workplace behaviors.
- ✓ Understand that both supervisors and employees alike share the responsibility for creating and maintaining a respectful workplace that is free of harassing, intimidating, and/or discriminatory behavior.
- ✓ Have knowledge of how attitudes such as bias, prejudice and stereotypic thinking influence behavioral choices, which negatively impact the work environment.
- ✓ Have knowledge of the importance of taking personal responsibility in promoting respect in the workplace.

If you are in the Ketchikan, Seward, or Juneau area, access the Train Alaska site to sign up for the above March/April classes and/or contact Amy Wilson, Training Coordinator, via web-mail amy.wilson@alaska.gov or (907)228-7254.