

**INTERNAL
COMMUNICATION FORM**
DEPARTMENT OF HUMAN SERVICES

Suspense

March 29, 2019

Subject: Mandatory Civil Rights Awareness Training for DHS
Employees for 2019

Originator: G. Watts/x64955
HRO/CRCS

To: SODAs, EDs

From: HR

Date: 03/01/19

Memo No. 1

Human Resources is pleased to announce on-demand Civil Rights Awareness Training for DHS Employees for 2019. This employee training is available through the Department of Human Resources Development's website at <http://dhrd.hawaii.gov/state-employees/eetraindev/>. Adobe Acrobat DC and Flash Player (version 11.2 or higher) are required and the use of Google Chrome is recommended.

Important Information

1. Before registering for the training, if you did not do so last year, you must establish an account. Step-by-step instructions are available through the on-demand library, by selecting **Watch – Getting Started: Your Guide to the Executive Branch On-Demand Learning Library**.
2. When registering for the above classes, **do not use your email address**. Properly registering for these courses will enable DHRD to track and report your completion and compliance. Therefore, DHS employees are not required to sign the confirmation form at the end of the civil rights module.
3. Please be reminded of the importance of successfully completing this training by the required deadline of **March 29, 2019**. The goal is to have work and service areas free of discriminatory practices, harassment, bullying and other offensive behaviors, and to comply with annual refresher training requirements by funding agencies.

Questions concerning content can be sent to Geneva Watts, Human Resources Office, Civil Rights Compliance Staff, via email at DHSCivilRightsBox@dhs.hawaii.gov.



HR

c: Office of the Director
Commission on the Status of Women
Commission on Fatherhood