

SOUTH CAROLINA HUMAN AFFAIRS COMMISSION'S

TRAINING BROCHURE

Seminars are designed to prevent employment discrimination and reduce employer liabilities by delivering up-to-date information on today's most important employment issues.

WHY TRAIN?

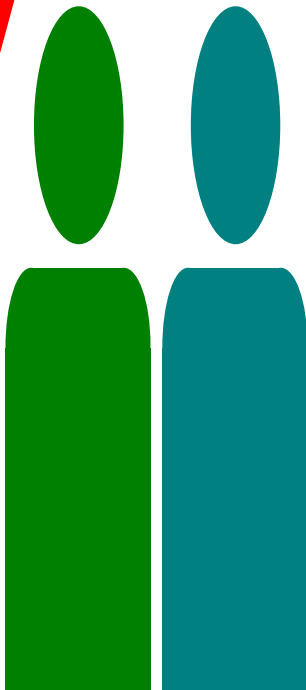
AVOID Lawsuits

KEEP Up-to-date

LEARN From Experts

MOTIVATE Employees

INFORM Managers and Supervisors



South Carolina Human Affairs Commission
2611 Forest Drive, Suite 200
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EQUAL EMPLOYMENT

This training provides participants with critical skills needed for successful supervision and presents an overview of the various employment laws, as well as a look at the current trends from our courts. Participants are given a concise, easy-to-understand explanation of the proofs and defenses in a charge of discrimination.

AFFIRMATIVE ACTION

The Affirmative Action seminar dispels the many myths surrounding this controversial topic. Participants learn how to conduct statistical analyses that not only meet State/Federal compliance standards, but also comply with recent Supreme Court decisions on Affirmative Action Plans.

This is a practical approach that will bring clarity to a confusing area and will assist managers in meeting their employment goals and objectives.

SEXUAL HARASSMENT

This two hour seminar is designed to help managers distinguish between inappropriate behavior and unlawful behavior, and between sexual attraction and sexual harassment.

The training combines a legal briefing with common sense steps employers can take to lessen their liabilities by recognizing, eliminating, and preventing sexual harassment in the workplace.

AMERICANS WITH DISABILITIES ACT 1990

The Americans with Disabilities Act (ADA) training informs managers and supervisors of the disabled person's legal rights in the workplace. Explanations and discussions center on terms such as essential job functions, reasonable accommodations, job descriptions, testing, medical examinations, illegal use of alcohol and drugs. Proofs, defenses and remedies are also discussed.

Case scenarios are presented and discussed, providing participants with a more practical approach to solving problems they may face in the future.



SPECIALIZED TRAINING

The training staff at the South Carolina Human Affairs Commission also designs sessions to meet the needs of individual organizations. Practical advice combined with legal theory enables SHAC to prevent discrimination through education. SHAC's training is offered throughout the country to private and public employers. All training is available on an in-house basis and may be approved for Criminal Justice. CLE or CEU credits.

For more information, contact:

**South Carolina
Human Affairs
Technical Services and
Training Division**

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