

# Level 1 Civil Rights

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## The Basics

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Level 1	All staff must complete
Type	Online - Workday Learning Oregon
Completion time	1 hour
Complete	Within 1 month of hire
Certifiers Guide	<a href="#">Lesson 1-2</a>
Posttest	Online - Workday Learning Oregon



## Course Objectives

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Civil Rights training is the one training that all staff must complete annually. It is available online in Workday Learning Oregon, along with a posttest, to track completion. Through 2021, all staff – both new and continuing – will complete the same training.

### Objectives covered in both:

- Information about protected classes
- Collecting protected class information from participants
- WIC services for participants with Limited English Proficiency
- Displaying the “And Justice for All” poster
- How to submit complaints to the State WIC Office
- Information about civil rights violations and customer service complaints

## Learning activities

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The Civil Rights training PowerPoint presentation is now available in Workday Learning Oregon.

- New staff can do the training on their own.
- Continuing staff can do the annual training (for 2021, the same presentation) either on their own in Workday Learning Oregon or as a group.
- Everyone should complete their own posttest in Workday Learning Oregon.

For new staff, offer to meet with the learner after they have reviewed the materials to discuss any questions or concerns the learner may have. The following questions will facilitate a discussion about the content of the training.

- What questions or thoughts did you have about this training?
- What did you find helpful?