

Sexual Harassment: Staff-to-Staff (Full Course) AND

Title IX and Sexual Harassment Prevention for Employees (Full) (Required every 3 yrs)

Who: FTCC Faculty Professional Development

What: ***Sexual Harassment: Staff-to-Staff (Full Course) AND***

Title IX and Sexual Harassment Prevention for Employees (Full) (Required every 3 yrs)

Facilitator: Barbara Poggetti, Personnel Manager

Both are required courses via our online [SafeColleges](#) training venue. Be sure to print the successful completion certificate for **both** classes and send to the HR Office as proof of completion. You are also required to visit the [Human Resources: FTCC & Title IX Compliance website](#) and view the “**Protect Yourself, Protect Others**” video (13 minutes) and review FTCC’s policy and specific information related to this topic: <https://www.faytechcc.edu/title-ix-equal-opportunity/>.

New employees are required to complete this training during their 90-day probationary period. Completion of the two SafeColleges sessions counts for 30 minutes each of PD credit (1 hour total for both sessions), and watching the *Protect Yourself, Protect Others* video counts for 15 minutes.

When: **Ongoing**

Where: [SafeColleges](#) (Log into the site using your universal **Login (i.e. smithj1234)** and **Password**.)

1. Click at bottom where it says “Interested in Extra Training?”
2. **Click** the block that says “Human Resources”
3. Complete “Sexual Harassment: Staff-To-Staff Full Course”
4. Complete “Title IX and Sexual Harassment Prevention for Employees”
5. Be sure to send **BOTH** certificates to HR.

Questions: Please contact poggett@faytechcc.edu with any questions!