



Department of Civil Rights

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Training Programs Offered by the City of Madison Equal Opportunities Division

The Madison Equal Opportunities Division has been providing training through a series of workshops to companies and organizations located in the City of Madison for many years. These workshops can be generic or customized to the specific needs of a particular company or organization. All training programs are available in power point format. We have bilingual staff available to present in both English and Spanish. Trainings include:

Welcoming Diversity

The faces of the workforce continually change. Employees with different values, styles, perspectives and cultures bring new ideas to the workplace. These differences may interfere with clear communication. This training prepares employers, as well as, employees at all levels to understand, accept and appreciate differences in customs, ethnicity, race, sex or other characteristics to increase productivity within a workforce. Diversity and ethnicity are defined and discussed. This training includes a variety of exercises, role-playing, and/or videos to explore assumptions, patterns of thinking, stereotypes and differences. Basic information on discrimination is presented.

Fair Employment Practices: Hiring through Termination

Discrimination claims disrupt the entire workplace. Learn how to avoid or minimize these disruptions, in order to maintain productivity. This workshop aids in complying with equal employment opportunities laws in the City of Madison. Definitions and theories of discrimination are briefly presented, including examples. Discussion may include: hiring, advertising and recruitment, applications, selection and interviewing, terms and conditions of employment, promotion, demotion, benefits, harassment, different treatment, discipline, constructive discharge, and termination.

Preventing Harassment in the Workplace

Harassment claims can devastate not only the individuals involved, but also the entire workplace. This workshop helps the employer meet its responsibility to maintain a harassment free work environment, as well as giving employees tools for handling these difficult situations. Participants will learn to identify harassment and sexual harassment and how they negatively impact the work environment. Potential liability for supervisors and managers and coverage of co-workers and non-employees is covered. The workshop explores attitudes, experiences, beliefs and opinions regarding this important subject. Vignettes, personal experiences, films or videos are used to encourage discussion.

Hate Crimes

This presentation defines hate crimes. You will learn how to determine if one may have occurred, the impact and consequences of hate crimes, explore prevention strategies, theories surrounding hate crimes, hate crime examples and active groups, look at laws and regulations and increase awareness around when to involve the authorities.

Housing Discrimination

Do you believe that you didn't get an apartment that was available? Were you not shown a house that was listed for sale? Were you denied a mortgage loan? Did you leave wondering what happened or why? Are you a housing provider or realtor and want to make sure that you are adhering to City of Madison fair housing laws and regulations? Then attend our housing discrimination workshop. This workshop defines who is covered under the City's Ordinance; what is housing discrimination and outlines the rights and responsibilities for housing providers, agents, tenants and potential owners, financial institutions and insurance providers. Also learn about restrictions on: limiting occupancy, requesting a social security number, and housing for individuals 55 or older, not renting because of an arrest record or conviction record. Know your rights and obligations with regard to disabilities; what are reasonable accommodations and how can a tenant obtain an accommodation.

Public Accommodations

Everyone should be free to live, work and enjoy their time in the City of Madison. Having equal opportunity to enjoy all forms of recreational or social activities, be it at a restaurant, hotel, mall or anyplace else that is open to the public is a right under the law. This workshop discusses common practices that may hinder equal access. This workshop can be tailored to consumers or to establishment owners and their employees. How do I train my employees to provide responsive and fair customer service? What are my rights as a consumer? What kind of services do I need to provide to my customers with a disability? Schedule a workshop to answer these and other questions.

How to Avoid Retail Racial Profiling

Newspapers today discuss profiling in terms of traffic stops, airport searches and shopping in a mall. Legally what can a retailer do to protect its property from theft? Are your policies clear with regards to discrimination? What is racial profiling? Who is being stopped? Focusing on demonstrated behaviors rather than on a particular characteristic of individuals is essential to any theft prevention program. Learn what NOT to do in protecting your merchandise and your company from unwanted and expensive lawsuits.

Youth at Work

Youth@Work Program is designed to teach young people about their rights and responsibilities in the workplace. The information is geared towards the young workers and those who supervise them in hopes to prevent discrimination affecting the younger employee.

Arrest Records and Conviction Records

Arrest records and conviction records training objectives are to increase: The participant's knowledge about arrest records and conviction records as protected classes. Their understanding of the term "substantially related", how it applies in housing and employment, as well as their rights and responsibility under the law as it pertains to arrest records and conviction records in housing and employment in the city of Madison.

Protected Classes

This training will define and explain each protected class covered by Madison General Ordinances, the Equal Opportunity Ordinance 39.03. Participant will increase their knowledge about the protections under federal, state and local laws as well as be able to identify their individual membership in one or more of the groups. The training will include lecture, case examples and pre and post testing.

Genetic Information Non-Discrimination Act (GINA)

This training provides information to increase the awareness and knowledge about genetic information. GINA was established to prohibit the use of genetic information that is unique to an individual. The training will cover scientific information, terminology, definitions, comparison between GINA and the provision of the American with Disabilities Act (ADA), case examples as well as covered prohibited practices under GINA and the Madison General Ordinances, the Equal Opportunities Ordinance, 39.03.

Equal Opportunities Division Services

This training provides general information about the EEOC, its mission, provisions of Madison General Ordinances, the Equal Opportunities Ordinance, 39.03 enforced by the Division as well as a detailed description of its complaint process. The training will consist of lecture, interaction discussion and case examples.

Gender Identity

This training provides information on the provisions of Madison General Ordinances (MGO) that will educate the public about the prohibition of gender identity discrimination, particularly as it relates to gender identification. It informs individuals about their rights under the Equal Opportunities Ordinances 39.03, thereby, assisting individuals, employers, housing providers, businesses, organizations, service providers and other entities in understanding their responsibilities under MGO.

It consists of lecture, case examples, interactive discussion, tools and resources sharing to increase public awareness as it pertains to addressing gender identity discrimination.

Credit History

This training covers the circumstances of how an individual's credit history should be used in employment decisions such as the applicant or employee's character traits like honesty, integrity or responsibility in performing a particular job versus exclusion solely because of a negative credit history. The training provides information about how to establish substantial relationship between the position duties or assignments and the individual's related credit information as defined by the provisions of Madison General Ordinances 39.03.

For more information or to schedule a training consultation, please contact the Department of Civil Rights at (608) 266-4910 and ask to speak with an investigator.