

Email Template to introduce supervisors and managers to Team Georgia Learning automatic registration email

The Statewide Executive Sexual Harassment Order signed by the Governor implemented many reforms to the State's sexual harassment policies and procedures and it is applicable to all Executive Branch agencies and State authorities and constitutional agencies. The policy communicates the State's commitment to providing a respectful, harassment-free workplace for its employees and for all citizens who interact with state government.

Under Executive Order 01.14.19.02, all employees, including part-time, temporary, and seasonal employees must complete employee sexual harassment training on an annual basis. The Order also requires mandatory sexual harassment training for supervisors and managers and the development of standardized reporting and investigation methods. As a result, it is also necessary to provide training for investigators assigned to investigate complaint notifications for the agency.

Our agency has submitted information to the Department of Administrative Services (DOAS) to register you in Team Georgia Learning which is the DOAS Learning management System (LMS). DOAS will register you in the LMS and send you an email with your login credentials and instructions on how to access the online training.

You will receive two emails from the DOAS Learning Management System (LMS):

- **First email** to let you know that you are registered in Team Georgia Learning (the DOAS LMS) containing the login credentials and the address of the LMS.
- **Second email** to let you know that you are enrolled in the online training course and you can access the course using your login credentials received in the first email.

The Sexual Harassment Prevention Training for supervisors and managers is online training course available from Team Georgia Learning and contains the following modules:

Module Number	Module Name	Description
	Introduction	Introduces the course and provides an overview of the Modules included in the course.
1	What is Sexual Harassment?	Provides an overview of sexual harassment, the forms that sexual harassment can take, retaliation, and possible sources of sexual harassment.
2	State Sexual Harassment Prevention Policy	Reviews the State sexual harassment prevention policy, the associated training requirements; and

Module Number	Module Name	Description
		how the policy applies to the reporting and investigation process.
3	Understanding the Impact of Sexual Harassment	Examines the destructive nature of sexual harassment, how sexual harassment adversely affects the employee and organization, and liability associated with sexual harassment.
4	Responsibilities of Supervisors and Managers	Reviews the responsibility of supervisors and managers to model behavior, the importance of responding to allegations in a prompt and consistent manner, and what to do when sexual harassment is reported.
5	Handling Sexual Harassment Complaints	Examines the State's reporting and investigation policies and procedures; the role of the Office of the Inspector General; and the role of the supervisor or manager in maintaining a respectful workplace and culture.

To access Team Georgia Learning to complete the Sexual Harassment Prevention Training for Managers follow these steps once you receive the second email (Enrollment in the Training Course) from DOAS:

1. Access Team Georgia Learning at <https://doas.exceedlms.com>.
2. Click on Plan to display the list of courses in which you are enrolled.
3. Click on Sexual Harassment Prevention Training for Managers to access the online training course.
4. Click on Launch to start the online training course. You can stop, leave and resume the online training course at any time. The LMS will remember where you stopped and resume your work at the same page when you return to the online training course.

Team Georgia Learning keeps a record of your completion but, if desired, you can print a certificate of completion by clicking on **View Award** on the top of the page.