



EEO Professional 'Intermediate' Course (EPS-I) Resident

Purpose: This training increases the knowledge, skills, and attitudes essential to an EEO Specialist. Curriculum is based upon lectures, discussions, and interactive role plays that help the EEO professional succeed in the federal sector. The EEO Specialist professional serves as facilitator/liaison between the employee and management in the complaint processing stage.

Target Audience: Graduates of the 'Entry' Course; 3 years' experience in the field; and GS-9 thru GS-12, and must have attended the 'Entry' Course and/or one of the following: EEO Counselor Course, Special Emphasis Program Manager Course or Disability Program Management Course.

Program/Course Description: This course uses a hybrid approach to learning, meaning that learning events have been apportioned to online and in-resident environments. Students selected for the 'Intermediate' course must complete all online modules prior to attending in-residence training. Basic knowledge about a subject is provided using both Advanced Distributed Learning (ADL) and traditional lectures given in-resident. The online and in-resident portion of the training is a major strategy for expanding knowledge of basic subject matter in the cognitive domain of learning. It is critical that students comprehend the online training material, prior to attending in-resident training. Doing so, will ensure the student is fully prepared to meet in-resident learning objectives.

Skills and attitude learning associated with higher level learning objectives are implemented in a small group (in-resident) format to allow the student to meet both cognitive and affective learning objectives. In the small group instructors will provide information that will assist students to understanding lesson content and how to apply their experiences. Lectures and discussions will center on the major issues and concerns pertinent to military readiness and the competencies needed to become a successful Equal Employment Opportunity professionals (Specialist). *The course builds on verifiable knowledge and skills gained through the EEO Professional 'Entry' Course and three or more years of full-time EEO experience.*

Phase I training consists of eight (8) on-line modules (**approximately 16 hours of seat time**):

1. Disability Program Management
2. Management Directive (MD) 715/Barrier Analysis (Investigation, Analysis, and Interpretation)
3. Roles and Responsibilities of the EEO Professional (Specialist)
4. EEO Complaint Process
5. Fundamentals of iComplaints
6. Managing Special Emphasis Programs (SEP)

7. Diversity & Inclusion in the Workforce
8. Outreach/Marketing & Recruitment

Phase II consists of one (1) week (**approximately 40 hours**) of resident training, including small-group activities designed to reinforce concepts learned during Phase I. Additionally, Phase II curriculum includes lessons on topics such as: The EEO Professional (Specialist) Occupation (Overview); Processing Formal Complaints; The EEO Counselor Report; Using iComplaints; Managing Special Emphasis Programs (SEP); Applying Management Directive (MD) 715; Workforce Social Dynamics; Diversity and Inclusion; Organizational-Climate Assessment; Complaints Investigative Reporting; as well as AJ perspective on Mix Case Complaints. These lectures will increase the comprehension of facts, concepts, principles, and generalizations. Concepts represent a class of terms (an idea usually expressed in a word/s), and principles communicate relationships among concepts. Generalizations are relationships between/among concepts expressed at a higher level of abstraction than a principle. DEOMI lectures are created to allow students to see the relationship or organization of the new ideas. Lectures tend to present a concept (one idea) by first defining it and then giving many concrete examples of the concept.

Method of Instruction: Lecture, Small-Group, Case Study, Discussions, Reading, Research, and Exercises/Activities.

Instructional Medium: Classroom instructor, traditional audiovisual devices, printed materials, etc.

ACE College Credit: Under Evaluation

Students per class: 35

Frequency: Two times per year in-residence

Admissions Policy: Admission to any Program or Course offered at the Defense Equal Opportunity Management Institute (DEOMI) is based on allocations granted by the Commandant and set forth in each Services' school admissions policy. Criteria for selection are disseminated to each DoD component's Equal Opportunity/ Equal Employment Opportunity (EO/EEO) proponent (i.e. headquarters office). The Air Force's education and training course announcement web page (<https://etca.randolph.af.mil/>) has valuable information concerning DEOMI courses with links to other military service training announcement sites. DEOMI's Admissions Policy supports the mission and purpose of the Institute and reflects the needs of the warfighter. DEOMI's student body consists of four distinct student populations: military officers, enlisted, international military members, and Federal Government civilian employees. All DoD employees are admitted through their Services' selection/assignment processes.

Once admitted to the program, DEOMI expects each student to attend and participate in the lessons associated with the program. To be successful, each student must meet the lesson objectives.

Contact: Student Services at DSN 854-5874/5653 or Commercial (321) 494-5874/5653. The FAX number for Student Services is DSN 854-3108 or Commercial (321) 494-3108 and the FAX number for the EEO Directorate is DSN 854-3294 or Commercial (321) 494-3294. DoD civilians should direct their requests for quotas through their respective Training Offices to their Major Commands. If other than Army, Air Force, or National Guard, please send the first two pages of a completed SF 182 directly to our office.