

SEXUAL HARASSMENT “VIRTUAL CLASSROOM” WEBINARS

As you know, Connecticut will be requiring employers with 3 or more employees to conduct sexual harassment training for all employees by October 1, 2020. While the training regulations provide that an employer may use videos as part of the training, employees must have the opportunity to ask questions and the training must be conducted in a “classroom like setting”.

As a service to our clients, we will be providing monthly sessions of EMPLOYEE SEXUAL HARASSMENT PREVENTION TRAINING WEBINAR in a “Virtual Classroom” which will comply with the training regulations in duration, form and content.

Rather than to have all your employees off-the-floor for two hours, you’ll be able to complete the training for all your employees in stages-either in groups or one-by-one. Each session will accommodate 100 participants, but we can also arrange for special single-company sessions.

We are providing our clients with this advance announcement of the following dates and times:

- Feb. 11 (Tuesday) 9:30-11:30 a.m.
- Feb. 25 (Tuesday) 1:30-3:30 p.m.
- Mar. 24 (Tuesday) 9:30-11:30 a.m.

The cost is \$25 per employee and will include a Certificate of Compliance which will be forwarded to your company.

We will continue to provide our quarterly live seminar Sexual Harassment Seminar for Managers and Employees and our live training session at your company’s location.

We hope that this method will alleviate the burden of organizing of your organizing alive group training session and taking your workforce off the floor.

You’ll find the enrollment form attached.

For further information, please feel free to call or e-mail Jessenia. (Jessenia Narvaez, Office Manager, 860-349-7010; Jessenianarvaez@Robertnoonan.com).

Virtual Classroom Webinar
Sexual Harassment Prevention
Registration Form

Register by Email: jessenianarvaez@robertnoonan.com
or Fax: 860-349-7011

- **The Virtual Classroom Program may be taken by a *Group in a conference room with computer projection, or at Individual workstations.***

- **Webinar Program Dates:**
 - February 11, 2020: 9:30-11:30 a.m.
 - February 25, 2020: 1:30-3:30 p.m.
 - March 24, 2020: 9:30-11:30 a.m.

- **Cost:** \$25.00 per employee.

- **Certifications to be provided following completion of program.**

Reserve _____ Seats Sexual Harassment on February 11, 2020 9:30-11:30 a.m.

Our employees will login and see the course as a Group Individually at their own computers.

Reserve _____ Seats Sexual Harassment on February 25, 2020 1:30-3:30 p.m.

Our employees will login and see the course as a Group Individually at their own computers.

Reserve _____ Seats Sexual Harassment on March 24, 2020 9:30-11:30 a.m.

Our employees will login and see the course as a Group Individually at their own computers.

Company: _____

Address: _____

Telephone: _____ Contact Person: _____

Return Completed Registration Form with payment by the scheduled webinar date to:

Robert Noonan & Associates, 6 Way Road, Suite 314, Middlefield, CT 06455

Payment Enclosed

Please Bill My: Visa Master Card AMEX Discover

Card Number _____ Exp. Date _____ 3 or 4 Digit Security Code _____

Billing Address _____ Zip Code _____

Print Name _____ Signature _____

Directions

To Enroll Employees Who Will Watch as a Group:

Provide the *name and e-mail address of your Group Coordinator* and the names of the individuals you are enrolling (no individual e-mail addresses are needed).

To Enroll Employees Who Will Watch Individually:

Provide the *names and e-mail addresses of the individuals* you are enrolling who will be taking the class individually.

Confirmation:

Watching as a Group: An email confirmation will be sent to the Group Coordinator.

Watching Individually: An email will be sent to each individual employee's email address.

On the Day Before the Class:

Watching as a Group: Group Coordinator will receive a second confirmation with the login number and instructions.

Watching Individually: Each employee will receive a second confirmation to their individual email address with the login number and instructions.

On the Day of the Class:

Classes will start promptly. Attendees will log on to the Virtual Classroom site and complete the program.

Following Completion of Program:

A Certificate of Completion will be forwarded to the Contact Person who enrolled the employees in the training along with a Training Outline for the company to evidence the content of the training conducted.

Complete the Following for Enrollment

If your employees are taking the class **individually**, provide their names **and e-mail addresses**.

If your employees are viewing as a **group**, provide the **name and e-mail address of the Group Coordinator** and the names of the attendees. You do **not have to include the e-mail addresses** for each person viewing as a member of a **group viewing**.

Group Coordinator Name _____

Email: _____

Attendee Name(s): _____

Email _____

Attendee Name(s): _____

Email: _____

Attendee Name(s): _____

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