



**FY 2024 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY**

AGENCY NAME:

**RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT**

**DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS**

SAVE THIS FILE AS: **[AGENCY ACRONYM] Quarter # FY 2024 DEEO TRAINING SUMMARY**

SUBMITTED BY (TITLE):

DATE SUBMITTED:  E-MAIL:  TEL #:

1st Quarter (July-September) DUE October 30, 2023; 2nd Quarter DUE January 30, 2024;  
3rd Quarter (January-March) DUE April 30, 2024; 4th Quarter (April-June) DUE July 30, 2024.

| ALL EEO-RELATED TRAINING<br>(ALL MODALITIES) | 1st Qtr<br>(July - Sept. 2023) | 2nd Qtr<br>(Oct. - Dec. 2023) | 3rd Qtr<br>(Jan. - Mar. 2024) | 4th Qtr<br>(April - June 2024) | FY 2024 YEAR<br>TO DATE |
|--|--------------------------------|-------------------------------|-------------------------------|--------------------------------|-------------------------|
| TOTAL DIVERSITY & EEO TRAINING               | 23                             | 14                            | 0                             | 0                              | 37                      |

| CORE DIVERSITY AND EEO TRAINING (All Modalities)   |    |    |   |   |    |
|--|----|----|---|---|----|
| TOTAL CORE EEO TRAINING<br>ALL MODALITIES: E-Learning<br>& Instructor-led training   | 18 | 14 | 0 | 0 | 32 |
| 1. Everybody Matters:<br>EEO and Diversity & Inclusion<br>for NYC Employees  | 9  | 7  | 0 | 0 | 16 |
| Administered by DCAS<br>[Copy data from DCAS Learning & Development report<br>in this row. ENTER ALL ZEROS. Do not leave blank.]   | 9  | 7  |   |   | 16 |
| Administered by Agency<br>[Enter data from internal training in this row]<br>NOTE: Completions from DCAS-provided training<br>count towards agency compliance for these<br>mandated trainings. | 0  | 0  |   |   | 0  |

| ALL EEO-RELATED TRAINING<br>(ALL MODALITIES)  | 1st Qtr<br>(July - Sept. 2023)   | 2nd Qtr<br>(Oct. - Dec. 2023) | 3rd Qtr<br>(Jan. - Mar. 2024) | 4th Qtr<br>(April - June 2024) | FY 2024 YEAR<br>TO DATE |
|---|--|-------------------------------|-------------------------------|--------------------------------|-------------------------|
| <b>2. Sexual Harassment Prevention</b>  | 9  | 4                             | 0                             | 0                              | 13                      |
| Administered by DCAS<br>[Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]   | 9  | 4                             |                               |                                | 13                      |
| Administered by Agency<br>[Data Entry BLOCKED]  | NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency. |                               |                               |                                | 0                       |
| <b>3. IgbTq: The Power of Inclusion</b>   | 0  | 3                             | 0                             | 0                              | 3                       |
| Administered by DCAS<br>[Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]   | 0  | 3                             |                               |                                | 3                       |
| Administered by Agency<br>[Enter data from internal training in this row]<br>NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings. | 0  | 0                             |                               |                                | 0                       |
| <b>4. Disability Awareness &amp; Etiquette</b>  | 0  | 0                             | 0                             | 0                              | 0                       |
| Administered by DCAS<br>[Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]   | 0  | 0                             |                               |                                | 0                       |
| Administered by Agency<br>[Enter data from internal training in this row]   | 0  | 0                             |                               |                                | 0                       |

| ALL EEO-RELATED TRAINING<br>(ALL MODALITIES)  | 1st Qtr<br>(July - Sept. 2023)   | 2nd Qtr<br>(Oct. - Dec. 2023)                                  | 3rd Qtr<br>(Jan. - Mar. 2024) | 4th Qtr<br>(April - June 2024) | FY 2024 YEAR<br>TO DATE |
|---|--|--|-------------------------------|--------------------------------|-------------------------|
| <b>OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)</b>  |  |  |                               |                                |                         |
| ALL OTHER DIVERSITY & EEO<br>RELATED TRAINING   | 5  | 0  | 0                             | 0                              | 5                       |
| <b>5. New Employee Orientation<br/>(Only if it includes EEO Component)</b>  | NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding |  |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  | 0  | 0  |                               |                                | 0                       |
| <b>6. Structured Interviewing<br/>and Unconscious Bias</b>  | FULL TITLE: Structured Interviewing and Unconscious Bias   |  |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  | 0  | 0  |                               |                                | 0                       |
| <b>7. Structured Interviewing<br/>and Unconscious Bias (Follow up)</b>  | FULL TITLE: Structured Interviewing: Utilizing Follow-Up and Probing Questions                         |  |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  | 0  | 0  |                               |                                | 0                       |
| <b>8. Building an Inclusive Culture:<br/>Understanding Unconscious Bias</b>   | FULL TITLE: Building an Inclusive Culture: Understanding Unconscious Bias                              |  |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  | 0  | 0  |                               |                                | 0                       |
| <b>9. From Microaggressions<br/>to Microaffirmations</b>  | FULL TITLE: Creating a Culture of Inclusion, From Microaggressions to Microaffirmations                |  |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  | 0  | 0  |                               |                                | 0                       |
| <b>10. Managing the Multi-Generational Workforce</b>  | FULL TITLE: Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations         |  |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  | 0  | 0  |                               |                                | 0                       |
| <b>11. Bystander Training</b>   | FULL TITLE: Moving from Bystander to Upstander, What Would You Do?                                     |  |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  | 0  | 0  |                               |                                | 0                       |
| <b>12. Reasonable Accommodation</b>   | FULL TITLE: Reasonable Accommodation Procedural Guidelines   |  |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  | 0  | 0  |                               |                                | 0                       |
| <b>13. The Power of Words</b>   | FULL TITLE: The Power of Words, Can We Talk?   |  |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  | 0  | 0  |                               |                                | 0                       |
| <b>14. Other Diversity/EEO Related</b>  | Specify topic >  | Inclusive Recruitment for the Future of Work                   |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  | 2  | 0  |                               |                                | 2                       |
| <b>16. Other Diversity/EEO Related</b>  | Specify topic >  | Accommodation Solutions for Neurodivergent Workers             |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  | 2  | 0  |                               |                                | 2                       |
| <b>15. Other Diversity/EEO Related</b>  | Specify topic >  | Introductory training: Ending Domestic & Gender-Based Violence |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  | 1  | 0  |                               |                                | 1                       |
| <b>16. Other Diversity/EEO Related</b>  | Specify topic >  |  |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  |  |  |                               |                                | 0                       |
| <b>17. Other Diversity/EEO Related</b>  | Specify topic >  |  |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  |  |  |                               |                                | 0                       |
| <b>18. Other Diversity/EEO Related</b>  | Specify topic >  |  |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  |  |  |                               |                                | 0                       |
| <b>ADDITIONAL TRAINING</b>  |  |  |                               |                                |                         |
| COPY AND PASTE ROWS 93-94 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING.<br>DCAS/OCEI WILL RECALCULATE THE TOTALS IN ROW 48 AND RETURN THE REPORT TO THE AGENCY. |  |  |                               |                                |                         |
| <b>... Other Diversity/EEO Related</b>  | Specify topic >  |  |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  |  |  |                               |                                | 0                       |
| <b>... Other Diversity/EEO Related</b>  | Specify topic >  |  |                               |                                |                         |
| TOTAL PARTICIPANTS TRAINED  |  |  |                               |                                | 0                       |