

**FY 2019**  
**QUARTERLY AGENCY REPORT – PART II DIVERSITY AND EEO TRAINING SUMMARY**

**INSTRUCTIONS**

**REMINDERS AND REQUESTS:**

- \* Please fill out identifying information on lines 8, 13 and 14.
- \* Please DO NOT INPUT information in **PINK-SHADED CELLS**.
- \* Do not change the formatting and layout of the worksheet.
- \* To prevent inadvertent modifications, certain lines and columns of the worksheet have been protected and cannot be modified. However, if you input text that exceeds the visible area of a cell you may decrease the font size in that cell for better readability.
- \* If your agency provided more training topics than there is room on the worksheet, you may copy and paste additional rows to the end. Please note that the data you enter in these additional rows will NOT add up automatically in the TOTAL OTHER DIVERSITY & EEO TRAINING (row 48). DCAS will calculate the correct total and return the report to you.

**GUIDELINES:**

- \* Part II Statistical Summary serves to facilitate reporting by agency and on an aggregate level.
- \* Please save the Excel file as follows: **[AGENCY ACRONYM] Quarter X FY 2019 DEEO TRAINING SUMMARY**
- \* Please submit to OCEI both the Quarterly Agency Report and the Diversity and EEO Training Summary in the original file formats (MS Word and MS Excel, respectively). **DO NOT CONVERT YOUR SUBMISSION TO ADOBE PDF.**





## DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: **DEPARTMENT OF TRANSPORTATION****4** Qtr**FY 2019****NOTE:** FILL OUT YOUR TRAINING TARGETS IN **GREEN** FIELDS!

INCLUDE PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT.

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

SAVE THIS FILE UNDER THE NAME: **[AGENCY ACRONYM] Quarter X FY 2019 DEEO TRAINING SUMMARY**SUBMITTED BY [TITLE]: **ASSISTANT COMMISSIONER, JAMES L. HALLMAN**DATE SUBMITTED: **7/30/19**E-MAIL: **JHALLMAN@D**TEL #: **212-839-6603**1st & 2nd Quarter **DUE January 30th;**3rd Quarter (January-March) **DUE April 30th** 4th Quarter (April-June) **DUE July 30th.**

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2019 Agency Plan	1st Qtr (July - Sept. 2018)	2nd Qtr (Oct. - Dec. 2018)	3rd Qtr (Jan. - March 2019)	4th Qtr (April - June 2019)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	10500	4086	190	103	4413	8792

CORE DIVERSITY AND EEO TRAINING (All Modalities)						
TOTAL CORE EEO TRAINING (ALL MODALITIES)	10500	3994	112	10	4368	8484
1. EEO Awareness	4000	10	3	1	3665	3679
Administered by DCAS <b>[NOTE: DCAS will provide this information after the end of Q4]</b>	3000	10	3	1	3090	3104
Administered by Agency	1000				575	575

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2019 Agency Plan	1st Qtr (July - Sept. 2018)	2nd Qtr (Oct. - Dec. 2018)	3rd Qtr (Jan. - March 2019)	4th Qtr (April - June 2019)	YEAR TO DATE
<b>2. D&amp;I "Everybody Matters"</b>	<b>1000</b>	<b>7</b>	<b>13</b>	<b>0</b>	<b>22</b>	<b>42</b>
Administered by DCAS <b>[NOTE: DCAS will provide this information after the end of Q4]</b>	500	7	13	0	22	42
Administered by Agency	500					0
<b>3. IgBTq: The Power of Inclusion</b>	<b>300</b>	<b>24</b>	<b>15</b>	<b>2</b>	<b>129</b>	<b>170</b>
Administered by DCAS <b>[NOTE: DCAS will provide this information after the end of Q4]</b>	200	24	15	2	27	68
Administered by Agency	100				102	102
<b>4. Sexual Harassment Prevention</b>	<b>5200</b>	<b>3953</b>	<b>81</b>	<b>7</b>	<b>552</b>	<b>4593</b>
Administered by DCAS <b>[NOTE: DCAS will provide this information after the end of Q4]</b>	2700	3953	81	7	19	4060
Administered by Agency	2500				533	533
<b>5. Disability Etiquette</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Administered by DCAS <b>[NOTE: DCAS will provide this information after the end of Q4]</b>		0	0	0	0	0
Administered by Agency						0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2019 Agency Plan	1st Qtr (July - Sept. 2018)	2nd Qtr (Oct. - Dec. 2018)	3rd Qtr (Jan. - March 2019)	4th Qtr (April - June 2019)	YEAR TO DATE
<b>OTHER DIVERSITY AND EEO TRAINING (All Modalities)</b>						
ALL OTHER DIVERSITY & EEO TRAINING	0	92	78	93	45	308
<b>6. New Employee Orientation (Only with EEO Component)</b>	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding					
TOTAL PARTICIPANTS TRAINED		92	78	93	45	308
<b>7. Structured Interviewing</b>						
TOTAL PARTICIPANTS TRAINED						0
<b>8. Unconscious Bias</b>	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above					
TOTAL PARTICIPANTS TRAINED						0
<b>9. Other Diversity/EEO Related</b>	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
<b>10. Other Diversity/EEO Related</b>	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
<b>11. Other Diversity/EEO Related</b>	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
<b>12. Other Diversity/EEO Related</b>	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
<b>13. Other Diversity/EEO Related</b>	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
<b>14. Other Diversity/EEO Related</b>	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
<b>15. Other Diversity/EEO Related</b>	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0





