



**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 (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	211	9	239	66	525

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	207	9	210	66	492
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees	5	1	5	37	48
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	5	1	5	37	48
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards agency compliance for these mandated trainings.	0	0	0	0	0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
<b>2. Sexual Harassment Prevention</b>	191	4	9	6	210
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	191	4	9	6	210
Administered by Agency [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. lgbTq: The Power of Inclusion</b>	8	3	169	17	197
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	8	3	169	17	197
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.	0	0	0	0	0
<b>4. Disability Awareness &amp; Etiquette</b>	3	1	27	6	37
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	3	1	27	6	37
Administered by Agency [Enter data from internal training in this row]	0	0	0	0	0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
<b>OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)</b>					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	4	0	29	0	33
5. New Employee Orientation (Only if it includes EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding				
TOTAL PARTICIPANTS TRAINED	0	0	0	0	0
6. Structured Interviewing and Unconscious Bias	FULL TITLE: Structured Interviewing and Unconscious Bias				
TOTAL PARTICIPANTS TRAINED	1	0	0	0	1
7. Structured Interviewing and Unconscious Bias (Follow up)	FULL TITLE: Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED	1	0	0	0	1
8. Building an Inclusive Culture: Understanding Unconscious Bias	FULL TITLE: Building an Inclusive Culture: Understanding Unconscious Bias				
TOTAL PARTICIPANTS TRAINED	1	0	0	0	1
9. From Microaggressions to Microaffirmations	FULL TITLE: Creating a Culture of Inclusion, From Microaggressions to Microaffirmations				
TOTAL PARTICIPANTS TRAINED	1	0	0	0	1
10. Managing the Multi-Generational Workforce	FULL TITLE: Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations				
TOTAL PARTICIPANTS TRAINED		0	0	0	0
11. Bystander Training	FULL TITLE: Moving from Bystander to Upstander, What Would You Do?				
TOTAL PARTICIPANTS TRAINED	0	0	0	0	0
12. Reasonable Accommodation	FULL TITLE: Reasonable Accommodation Procedural Guidelines				
TOTAL PARTICIPANTS TRAINED	0	0	0	0	0
13. The Power of Words	FULL TITLE: The Power of Words, Can We Talk?				
TOTAL PARTICIPANTS TRAINED	0	0	0	0	0
14. Other Diversity/EEO Related	Specify topic >	EEO Compliance for Managers			
TOTAL PARTICIPANTS TRAINED	0	0	29	0	29
16. Other Diversity/EEO Related	Specify topic >	N/A			
TOTAL PARTICIPANTS TRAINED	0	0	0	0	0
15. Other Diversity/EEO Related	Specify topic >	N/A			
TOTAL PARTICIPANTS TRAINED	0	0	0	0	0
16. Other Diversity/EEO Related	Specify topic >	N/A			
TOTAL PARTICIPANTS TRAINED	0	0	0	0	0
17. Other Diversity/EEO Related	Specify topic >	N/A			
TOTAL PARTICIPANTS TRAINED	0	0	0	0	0
18. Other Diversity/EEO Related	Specify topic >	N/A			
TOTAL PARTICIPANTS TRAINED	0	0	0	0	0
<b>ADDITIONAL TRAINING</b>					
COPY AND PASTE ROWS 93-94 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/OCEI WILL RECALCULATE THE TOTALS IN ROW 48 AND RETURN THE REPORT TO THE AGENCY.					
... Other Diversity/EEO Related	Specify topic >	N/A			
TOTAL PARTICIPANTS TRAINED	0	0	0	0	0
... Other Diversity/EEO Related	Specify topic >	N/A			
TOTAL PARTICIPANTS TRAINED	0	0	0	0	0