

# CITY OF LOS ANGELES

CALIFORNIA

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INTERIM GENERAL MANAGER

ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT



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**DATE:** May 17, 2019

**TO:** LA's Workforce Development System

**FROM:** Gerardo Ruvalcaba, Director  
*Gerardo Ruvalcaba*  
Workforce Development System

**SUBJECT: WDS DIRECTIVE No 19-21  
MANDATORY WORKPLACE VIOLENCE TRAINING**

## EFFECTIVE DATE

This directive is effective upon date of issuance.

## PURPOSE

The City of Los Angeles Economic & Workforce Development Department (EWDD) is committed to creating and maintaining a harassment-free workplace for all employees, contractors, vendors, and customers. To support this objective, we have collaborated with EZLearn University to bring forward an engaging and interactive online training course. The purpose of this directive is to inform WorkSource and YouthSource Center service providers of mandatory online workplace violence training taking place during the month of April and May 2019. The training will be provided to you cost free by EZLearn University.

## BACKGROUND

Training is being provided as part of regional planning efforts by the seven Workforce Development Boards in the Los Angeles Basin (Foothill, the City of Los Angeles, the County of Los Angeles, Southeast LA County, Pacific Gateway Workforce Investment Network, South Bay, and Verdugo) to strengthen workforce activities and performance at the regional level.

The online training will be led by EZLearn University and will include a two (2) Part Training:

### Part One – CORE CONTENT – (50 minutes)

1. Introduction
2. Employer's Policy
3. Sexual Harassment
4. Hostile Workplace/ Protected Characteristics
5. LGBTQIA Harassment
6. How to Stop Prohibited Behavior

**Part Two - LEADERSHIP SERIES (70 minutes)**

1. Intervention – Leadership Series
2. Receiving a Complaint
3. Third Party and Bystander
4. Supervisor's Role in Preventing Retaliation
5. Course Knowledge Check
6. Certificate of Completion

The mandatory training sessions will be held online via <http://www.ezlearnuniversity.com/> website.

**REQUIRED ACTION**

All WorkSource and YouthSource Center staff members are to take this mandatory online training. Each staff member will be required to log in and sign up prior to the online training. The training may take up to 120 minutes (2 hours) in one sitting. However, there is an option to bookmark where you left off and continue at a later time.

This mandatory online training must be completed no later than Friday June 28, 2019.

**WDS CONTACT**

For more information about the training program, contact Victoria Minetta, City of Los Angeles Workforce Development Board, at [Victoria.Minetta@lacity.org](mailto:Victoria.Minetta@lacity.org).

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Attachment: EZLEARN Course Description