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LINDA J. YELMINI  
Commissioner

TO: Agency Heads and Agency Personnel Administrators  
DT: August 18, 2006  
RE: Diversity Training

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This is a reminder that all State agencies are required to provide each employee with a minimum of three (3) hours of Diversity Training in accordance with C.G.S. § 46a-54(16). Agencies must provide all newly hired employees this training within six (6) months of appointment, with priority for such training to supervisory employees.

**Please ensure that your agency is meeting these mandates.**

In accordance with C.G.S. § 4a-2c, the Diversity Training must include:

- Information about the federal and state laws concerning discrimination and hate crimes directed at protected classes.
- Remedies available to victims of discrimination and hate crimes.
- Standards for working with and serving persons from diverse populations.
- Strategies for addressing differences that may arise from diverse work environments.

The Department of Administrative Services has developed a standardized Diversity Training program and has made available to each state agency a list of approved vendors available to provide this training. Additionally, training is available through the DAS Learning Center.

State agencies that choose to deliver the standardized diversity training with their own staff instead of utilizing the DAS approved vendors are advised to have their staff complete a "train the trainer" program with the approved vendors to ensure that their training includes the required elements listed above.

Finally, please note that § 46a-54(16) also requires that each agency report annually, to the CHRO, concerning the status of diversity training within the agency. This report is to be included in each agency's affirmative action plan when it is filed with the Commission.

Should you have any questions concerning this mandate or need information relating to the training, please contact your DAS Human Resources Liaison.

Pamela L. Libby

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