The California State University
Office of the Chancellor
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Date: July 12, 1995

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Reply by August 7, 1995

To: Presidents

From: June M. Cooper
Vice Chancellor
Human Resources and Operations

Subject: VIOLENCE IN THE WORKPLACE - TRAINING SEMINAR

Human Resources is pleased to announce upcoming Violence in the Workplace training seminars provided in response to a request from Executive Council. Human Resources staff are working with personnel directors and an external consultant to develop a training program focused on "real life" university situations and solutions. Workshop goals are as follows:

* Provide information on how to identify, manage and solve CSU workplace violence situations. Professional actors and actresses will provide real life "training soaps" which will focus on workplace violence personnel situations for audience discussion.

* Present a written model Workplace Violence Prevention Plan. The model plan is being developed by an external consultant in consultation with personnel directors from five CSU campuses. The model plan will be presented and discussed. Tips on campus customization will be provided.

* Provide a publication, "Terror and Violence in the Workplace", which contains details on a variety of related issues including employers' duties and legal obligations, the special role of the criminal justice system, and the law of applicant background checks and employee investigations.

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Distribution:
Vice Presidents, Academic Affairs
Vice Presidents, Administration
Associate Vice Presidents/Deans, Faculty Affairs
Personnel Officers

Director, Police Services
Employee Relations Designees
Chancellor's Office Staff
The workshop schedule is as follows:

**Northern California**
- **Time:** August 22, 1995  9:00 a.m. to 4:00 p.m.
- **Place:** San Francisco State University

**Southern California**
- **Time:** August 25, 1995  9:00 a.m. to 4:00 p.m.
- **Place:** California State University, Long Beach

Registration is open to four participants per campus. The deadline to register is August 7, 1995. To register, please call Felice Bakre in Human Resources at (310) 985-2669. Additional information on the training room location and parking will be provided in August to registrants.

If you have any questions about the training, please call Human Resources at (310) 985-2669. Thank you.

JMC/cr