

as **Simple**
as **Respect**
Diversity, Respect and Inclusion In the Workplace

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Self-Study Overview Test

About This Program

This test is designed as a learn-as-you-go process. As you proceed through the overview, the presentation will pause to allow you to answer the questions below. After you have completed the overview, you will have the opportunity to review the test and the program.

INSTRUCTIONS:

1. Locate the file **ASAR.exe** on your CD-rom drive, and double-click it to begin the training.
2. When the Guidelines are introduced, the program will pause to give you the opportunity to answer the questions on the As Simple As Respect Overview test. Once you have completed the questions related to the Guideline number, please press **NEXT** to continue to the next Guideline. If you would like to listen to the segment again, just press the **REPLAY** button.
3. At the end of the Guidelines, you will be introduced to the Simple Steps segment of the training. Simply click in the window to advance to the next Simple Step and complete the training.
4. When you have finished, please contact your trainer to complete the study.

SIMPLE STEPS

Please stop and answer these questions before ending this program by pushing the exit button.

1. Please explain how you can apply some of the Simple Steps you've reviewed to help foster respect, diversity and inclusion in your workplace that you hadn't considered before this training.

2. What important lessons or tools have you learned that apply specifically to your workplace history? Can you give examples?



Thank you for completing the As Simple As Respect Self-Study Overview!

Please contact your trainer to finalize this training session.