



United States Department of Agriculture

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**Food Safety and Inspection Service  
Office of the Administrator  
Civil Rights Staff**

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**Video Library Directory**

The library provides a list of available civil rights related videos. The videos are listed by broad categories such as sexual harassment, diversity, disability, special emphasis, etc. Within those categories, there is a brief description of each title and most have an approximate running time.

The Civil Rights Staff (CRS) welcomes FSIS employees and employees of the 28 Federally Assisted State Meat and Poultry programs to borrow videos for your training needs. Because we typically have only one copy per title, availability is limited. If applicable, we have developed a waiting list to accommodate your future requests.

You may borrow two videos from the Video Library at a time. Upon receiving the videos via UPS, please note the enclosed letter will indicate when the video should be returned to the CRS. For insurance purposes, please return all videos via UPS at your program agency/district expense. We thank you in advance for your cooperation.

If you would like to borrow a video(s), please e-mail your request to [mila.cook@fsis.usda.gov](mailto:mila.cook@fsis.usda.gov) or [AskCRD@fsis.usda.gov](mailto:AskCRD@fsis.usda.gov). If you do not have e-mail access, please fax the request to Ms. Cook at (301) 504-2141. In addition, feel free to contact the CRS at (301) 504-7755 (voice and TDD) or (800) 269-6912.

# Communication

## *As Simple As Respect*

(DVD/4 minutes)

It really is as simple as respect...without respect, a workplace can be a difficult place, and this program discusses the issues of diversity, respect, and inclusion in the workplace to help achieve a diverse and respectful environment for everyone.

## *Communication Breakdown*

(DVD/9 minutes)

Communication is the foundation for everything we do in the workplace. It happens every day, yet most employees never receive communication training. They thus don't have knowledge and skills to avoid the frequent communication problems. But this unfortunate trend can be reversed. The most common communication potholes can be easily spotted and avoided!

Communication Breakdown, this engaging program will identify and prescribe a “fix” for the seven most important communication problems that can derail your organization:

- Believing there is one reality
- Choosing the wrong method
- Responding defensively
- Failing to share information
- Failing to be direct
- Breaching confidentiality
- Failing to listen

## *Let's Get Together: Communicating Respect in a Diverse Workplace*

(DVD/14 minutes)

Let's Get Together: Communicating Respect in a Diverse Workplace is a unique and comprehensive approach to the issues of communication, diversity, conflict management, and teamwork. This is a unique and comprehensive approach to the issues of communication, diversity, conflict management and teamwork.

Let's Get Together uses cues, verbal and non-verbal signals, as a jumping off point to discuss four easy-to-remember tools--**Compassion, Unity, Empathy and Sharing**. Friendly hosts guide viewers through four illustrative scenarios that offer before-and-after looks at how these four principles can help solve workplace problems and create a positive and productive workplace! This unique approach is a must-have for any organization looking for a synergistic and comprehensive way to explore communication, diversity, conflict management, and teamwork!

## *Valuing Our Workplace: Doing Our Part*

(DVD/4 minutes)

The 4-minute program is an introduction to the power of reacting to others' signals and understanding our own verbal and non-verbal communication using Compassion, Unity, Empathy, and Sharing.

# Diversity

## [A Class Divided](#)

**(DVD/60 minutes)**

In 1970, an innovative teacher attempted a daring experiment in her elementary school classroom. To evaluate how racial stereotypes affect young children, Jane Elliott divided her class between those with blue eyes and those with brown and gave blue-eyed children preferential treatment. This classic program presents the long-term effects of racial stereotyping in schools and suggests how new approaches can make a positive difference with students and teachers.

## [A Real World Guide to Diversity in the Workplace](#)

**(DVD/15 minutes)**

This video covers the basics of promoting the value of Diversity in the Workplace. It is designed for all employees including non-supervisory personnel, supervisors and managers. It is ideally suited for new employee orientation, and refresher training for all other personnel.

Topics covered in the video include:

Defining Workplace Diversity: Primary Dimensions, Secondary, and Functional Dimensions.  
Appreciating Workplace Diversity: Improve Perspectives, Reflect Reality, and Enhance Adaptation.

Deploying Workplace Diversity: Match Stakeholder Characteristics, Meet Business and Societal Goals, Comply with Legal Expectations, Overcome Stereotypes, and Encourage Change Agents

## [Cross-Cultural Communication](#)

**(DVD/11 minutes)**

As our world becomes increasingly interconnected, people increasingly encounter problems when communicating with people from other cultures. This can lead to problems ranging from employee frustration and decreased efficiency, to losing billion dollar deals. This training video is a lively, engaging dramatization in which you'll observe a manager floundering as she tries to understand her employees and their culture, as she fails to understand the manager role in communication and diversity. Her employees only make matters worse by concealing important information, without the proper communication skills for a multicultural organization.

Benefits of this training video include: 1) developing communication skills for a multicultural organization; 2) discovering the importance of body language; 3) finding out why some cultures might withhold important information; 4) realizing how stereotyping can lead to ineffective communication; 5) clarifying the manager role in communication diversity; and 6) understanding that awareness is a "two-way street": all cultures need to adapt.

**Diversity: Face to Face**

**(DVD/10 minutes)**

Diversity: Face to Face is an innovative and unique training program that explores the four main assets of diversity in the workplace—stereotypes, similarities, unity, and benefits—by listening to the stories and thoughts of characters that actually live and work in a diverse world. Through their eyes, we learn why diversity is so important, and are given the definitions and tools to understand more deeply our own rules in diverse workplaces, from those with small staff to larger corporations. Everyone plays an important part in the larger mosaic that is our diverse world.

**Gender and Sexual Orientation Workplace Issues**

**(DVD/20 minutes)**

- 1) The diversity series presents an overview of gender and sexual orientation issues.
- 2) Provides ways in which individuals and organizations can maximize potential benefits through respecting and working with diversity.

**Harness the Rainbow: Diversity and Change in the Workplace (General Audience)**

**(VHS/35 minutes)**

This video presentation is in a workshop setting with a very articulate motivational speaker who discusses dealing with diversity and ethnic stereotypes. The speaker also gives examples on some of his personal feelings as a child; and how he had to learn to embrace his own cultural background. The message is to harness the rainbow of diversity and capitalize on the different views and perspectives that a diverse organization offers; to go beyond the golden rule of doing unto others as you would have them do unto you by treating people the way **THEY** want to be treated. This video is geared for a general audience.

**Harness the Rainbow: Diversity and the Bottom Line (Management)**

**(VHS/35 minutes)**

This video presentation is in a workshop setting with a very articulate motivational speaker who discusses dealing with diversity and stereotypes with regard to ethnicity. The speaker also gives examples on some of his personal feelings as a child; and how he had to learn to embrace his own cultural background. The message is to harness the rainbow of diversity and capitalize on the different views and perspectives that a diverse organization offers; to go beyond the golden rule of doing unto others as you would have them do unto you by treating people the way **THEY** want to be treated. This video is geared for managers with special instructions on dealing with diversity in the workplace.

### *How to Deal with Cultural Diversity in the Work Place*

**(VHS/30 minutes)**

Learn to turn cultural diversity into a competitive asset with this video training program. With this how-to video training program you will learn: 1) What really is cultural diversity?; 2) How to become an expert at identifying cultural diversity at work; 3) To improve your communication and performance skills; 4) To become a mentor; 5) How to deal with conflict; 6) How to properly evaluate performance; and 7) To ask the proper questions to get the real answers.

After watching this video and completing the exercises both on the video and in the book, you will become better able to deal with the cultural differences you find in your workplace. Your new skills will help you and your company grow in a new and positive way.

### *Inclusion Insights: Stereotypes, Lazy Brains, and Unintentional Intolerance*

**(DVD/90 minutes each/ 270 minutes total)**

Inclusion Insights Learning Objectives:

- Examine and understand how nice, well-meaning people negate in “unintentional intolerance”
- Recognize and understand how closed-mindedness and exclusion take place, and how to become more open-minded to new people and different ideas.
- Discover how everyday experiences shape our perspectives and influence our interpretations of the people and world around us.

Inclusion Insights is designed for flexible use. Each individual INSIGHT is supported with a brief discussion guide to help you facilitate a 10-15 minute conversation about the INSIGHT. This allows you to use each INSIGHT independently. Or you may ‘mix-and-match’ INSIGHTS into three 90-minute training sessions: Stereotypes, Lazy Brains, and Unintentional Intolerance. Together, these three sessions form a comprehensive approach to understanding how N.I.C.E. people (not included to critically examine) fall into stereotyping and what they can do about it.

### *Invisible Rules: Men, Women and Team*

**(DVD/34 minutes)**

Men and women inhabit different cultures, and this natural divide can create unnecessary friction in the workplace. This program reveals the more important differences and how they can be overcome in the workplace for greater cooperation and less conflict.

**Just Be F.A.I.R.™: A Practical Approach to Diversity in the Workplace**

**(VHS/DVD/16 minutes/19 minutes)**

It's one thing to talk about diversity and fairness in the workplace; it's another to grapple with issues day-to-day, face-to-face. The **F.A.I.R.** approach (**F**eedback, **A**ssistance, **I**nclusion and **R**espect) equips employees at every level to broaden their definition of diversity and build positive, productive relationships. Powerful scenarios demonstrate what to say and do when cultural differences impact jobs and working relationships.

**Learning Point Highlights:**

- Helps build a broader understanding of workplace diversity and cultural competency
- Emphasizes the business value and impact of cultural acceptance
- Demonstrates how to apply the F.A.I.R. model in real-world situations

**Opening Lines: Facing Diversity**

**(DVD/4 minutes)**

This companion video of Diversity: Face To Face is a four minute meeting opener/closer that elegantly explores core aspects of a diverse workplace using vibrant colors and graphics along with inspirational music.

**Stereotypes \*Similarities \*Unity \*Benefits**

**(DVD/18 minutes)**

DVD w/ Facilitator's Guide, Reproducible Materials & PowerPoint Presentation

This is an innovative and unique training program that explores the four main aspects of diversity in the workplace – stereotypes, similarities, unity and benefits – by listening to the stories and thoughts of characters that actually live and work in a diverse world. Through their eyes, we learn why diversity is so important, and are given the definitions and tools to understand more deeply our own roles in diverse workplaces, from those with small staffs to larger corporations. Everyone plays an important part in the larger mosaic that is our diverse world.

**Village of 100, 3<sup>rd</sup> Edition**

**(DVD/3 minutes)**

This training favorite asks the simple question: If we could shrink the Earth's population to a village of precisely 100 people, with all existing human ratios remaining the same, what would it look like? In three minutes, the program statistically approximates what that village would be like. These dramatic figures make the need for both tolerance and understanding glaringly apparent.

**Key Learning Points:** 1) The importance of diversity; 2) Understanding the diverse workplace; 3) The value of accepting others' differences; 4) How we ourselves are part of the diversity of the world; and 5) The need for tolerance and understanding.

### *Valuing Diversity 3 Communicating Across Cultures*

(VHS/40 minutes)

This video dramatically depicts how misunderstandings result from different styles of communication. It also addresses the discomfort people feel when dealing with issues of race and gender, and suggests ways to communicate more effectively.

## *Harassment/Discrimination*

### *A Class Divided*

(DVD/55 minutes)

At a small town class reunion, an adult group discusses the impact of an experimental program conducted when they were in the third grade. The color of their eyes or the use of colored neck collars identified each person to a specific group. This dramatic lesson in discrimination and human relations was filmed for Front Line, a Public Broadcasting Network TV show.

### *A Policy Is Not Enough*

(DVD/17 minutes)

Too many organizations are learning the hard way that the actions or inactions of their leaders can create a tremendous liability when it comes to workplace harassment. In recent U.S. Supreme Court rulings, the court made it clear that a company could be held liable for the supervisor's behavior even if they had no knowledge of that behavior.

### *Effective Intervention Techniques*

(DVD/40 minutes) (RVH008)

Are your managers asking...How do I intervene in harassment situations without making a mountain out of a mole hill, especially if no one's complained? In this module, managers learn that not intervening in harassment situations turns the mole hill into Mt. Everest. This module teaches managers how to conduct initial and private meeting interventions, including how to manage a hostile harasser.

### *Effective Training Techniques*

(DVD/20 minutes) (RVH005)

The Master Trainer Module is designed to provide in-house trainers and additional training techniques and information to assist in delivering RESPECT VS HARASSMENT effectively as an in-house training program. This unique program is designed to be used either as a self-instructional program or as a tool to implement the RESPECT VS HARASSMENT workshop.

### **Generations: M.E.E.T. for Respect in the Workplace**

**(VHS/DVD 29 minutes/15 minutes)**

With workers from four generations now active in the workforce, the potential for misunderstanding, frustration and conflicts puts increasing pressure on productivity. To turn that challenge into a competitive advantage, the program applies the M.E.E.T. approach to the complexities of effectively working in and managing a multi-age workforce. Employees and managers gain insights, strategies and skills that help minimize generational conflict and strengthen collaboration.

#### Learning Point Highlights:

- Defines key characteristics of the four generations in the workplace
- Spotlights issues and situations influenced by generational differences
- Demonstrates applying the M.E.E.T. model in working effectively across generations

### **Harassment: Keeping It Out of the Workplace**

**(VHS/18 minutes)**

This video depicts role playing vignettes of improper workplace harassment as well as sexual harassment, including harassment through face to face contact, e-mail, the internet, and the telephone.

### **How to Recognize and Prevent Harassment**

**(DVD/25 minutes) (RVH001)**

Are your employees asking...What is harassment? What can I do and not do? In this module, employees learn key definitions and practice identifying examples of harassing behavior.

### **How to Resolve Harassment Situations**

**(DVD/18 minutes) (RVH002)**

Are your employees asking...Why should I stop this “so-called” harassment in my workplace? Can’t people “kid around” when they don’t mean any harm? How can a little “fun” cause any problems? In this module, employees understand the impact of harassment on the recipient, the harasser, and your workplace. Employees learn ways to assist in stopping unwelcome behavior.

### **How to Receive & Resolve Harassment Complaints**

**(DVD/17 minutes) (RVH003)**

Are your managers asking...What do I do if someone complains to me about harassment? What questions do I ask? How do I assist in the investigation process? In this module, managers learn how to respond to both the alleged recipient and harassment when a complaint is made and partner with the organization’s resource person.

### *In This Together™ an Engaging Look at Harassment and Respect*

**(DVD/18 minutes)**

From Gossip to Sexual Harassment, the entertaining program polls viewer's opinions on a wide variety of issues surrounding Respect and Harassment.

- When does being in a bad mood equal disrespect?
- What happens if your "free speech" offends someone?
- What is the rule when it comes to sexual attraction at work?

This program ends with a brief but clear legal definition of harassment. In addition, two universal policy statements for employees are presented:

- Anti-Harassment Policy
- The Sexual Harassment Policy

### *In This Together™ an Engaging Look at Harassment and Respect -- HANDBOOK*

*(Q&A Employee Handbook – Difficult Questions – Practical Answers)*

Disrespect is at the root of all harassment. This book is a simple and very basic handbook about the ways in which we can show respect toward the people we work with.

From common courtesy and greetings to refraining from gossip and rude remarks, the handbook is designed to provide employees with quick and practical advice on showing and getting respect at work. Topics include: 1) Moods, Personal Issues & Attitudes; 2) Gossip, Privacy & Nosy Co-workers; 3) Promises & Broken Promises; 4) Pictures, Jokes & Language; 5) Sexual Attraction & Sexual Harassment; 6) Tolerance & Differences; 7) Courtesy & Small Kindnesses; and 8) Harassment Complaints & Policies

### *It's Not Just About Sex Anymore*

**(DVD w/Facilitator's Guide/ 17 minutes)**

Now - more than ever - employees must understand that there's far more to workplace harassment and discrimination than just sex. Is your organization prepared for this changing world? It seems as if, every day, The EEO and The courts expand the definition of harassment and discrimination. In this changing environment it's difficult to know - or understand - what's allowed and what's not allowed at work. This brand new video training program breaks ground by dramatically illustrating the following concepts.

### *Managing the Healing Process*

**(DVD/26 minutes) (RVH004)**

Are your managers asking...The investigation is over, but the tension is so thick in our workplace, you can cut it with a knife? How do I get my people to work together as a productive group again? In this Module, managers learn how to work with human resource personnel to respond to a retaliation complaint. This module is useful for managers and human resources staff in promoting the healing process.

***Managing and Leading Effectively: How to Achieve a Discrimination Free Workplace***

**(VHS/14 minutes)**

This training is intended for managers and supervisors. This video depicts an informal training session between an EO/CR specialist and a new supervisor seeking guidance on how to avoid workplace complaints. The specialist and supervisor role-play several scenarios involving situational misperceptions having the potential to become complaints followed by an explanatory discussion.

***M.E.E.T. on Common Ground™: Speaking Up for Respect in the Workplace***

**(VHS/DVD 22 minutes)**

The desire to be treated with respect is something we all have in common, especially in the workplace. The M.E.E.T. approach (Make time to discuss; Explore differences; Encourage respect; Take personal responsibility) counteracts shame, blame and stereotyping that create toxic environments and undermine productivity. Through M.E.E.T., employees learn to recognize, respond to and resolve situations arising from individual and cultural differences.

**Learning Point Highlights:**

- Encourage personal responsibility in creating a respectful workplace
- Provides a proven, four-step process that builds mutual respect
- Offers practical examples and advice for resolving difficult situations

***Please Respect My Generation! 5 Generations at Work***

**(DVD/22 minutes)**

For the first time, we have as many as five different generations together in the workplace. *Please Respect my Generation!* Bridges the gap between them and shows audiences how to avoid conflict and increase productivity in the generationally diverse workplace. By learning about life experiences, values, and ideas of all five generations, participants gain a better understanding of their coworkers as it relates to their own experience and behavior. For example, learn what our newest generation, Generation 9/11, and our oldest, the Traditionals, have in common. Both managers and employees will gain insight and learn simple dos and don'ts when dealing with coworkers of different generations. All five generations discuss their own generational traits and that of their coworkers. Learn to communicate better, deal with change, increase productivity, and develop a more respectful workplace. *Please Respect my Generation! 5 Generations at Work* integrates respect and unity at work for people at all stages of life.

***Preventing Harassment: Creating a Positive Workspace (Industrial Version)***

**(DVD/21 minutes)**

Workplace harassment can damage relationships and destroy lines of communication among employees. This program discusses various types of workplace harassment and how this unwelcome behavior affects the work environment. It also explains what you should do if you are a victim or an observer of disrespectful conduct. Featured are a variety of scenarios where workers exhibit unwelcome behavior to show viewers what types of behavior constitute harassment.

### [Respect on the Job](#)

(VHS)

This video displays five case scenarios depicting illegal acts of discrimination in the workplace. Highlighted are acts of discrimination based on gender, national origin, age, race, and disability. It raises the issue of stereotyping as a major catalyst for discrimination. In an effort to reinforce the video's objective, the narrator makes a point to remind the audience of the illegality of discrimination following each scenario. It also warns of the ramifications associated with discrimination, such as law suits, punitive and compensatory damages, attorneys' fees etc., and makes it clear that reparations cost employers billions of dollars.

### [Racism Didn't End...](#)

(DVD/20 minutes)

This twenty-minute video shows eight American leaders of color discuss how racism impacts their lives, jobs, companies, and the country. Elsie Y. Cross, diversity consultant, provides a commentary on how racism socially, emotionally, and economically impacts us, and how everyone benefits when the barriers of racism are removed. The video helps to clarify the consequences of organizations doing business when institutional racism prevails.

### [The Right Side of the Line: Creating a Respectful & Harassment-Free Workplace](#)

(VHS)

Now more than ever, your employees need to know exactly where the boundaries of acceptable and legal workplace behavior are drawn. The *Right Side of the Line* addresses harassment in all its forms, including hazing, gossip, retaliation and more. This program meets federal compliance standards for harassment prevention training, giving employees the tools to resolve situations before they escalate.

#### Learning Point Highlights:

- Specifies all forms of harassment
- Teaches acceptable ways to deal with harassment issues
- Meets compliance standards for harassment prevention training

### [The X Factor: Managing & Motivating Generation X](#)

(DVD/22 minutes)

America's primary labor supply for the next decade -- mostly in their teens and twenties -- represents the smallest population group in U.S. history and the thinnest pool of entry level workers in modern times. There simply are not enough of them to go around, particularly in the service industries. And every time a business loses an employee, the high cost of attracting, hiring and training a replacement cuts into the profit margin.

Claire Raines is the nation's leading expert on Generation X. In this video, she will give you new information about generation X workers... who they are, what makes them different and how to develop successful ways of working with them.

### *With All Due Respect*

(DVD/34 minutes)

With so much training focused narrowly on the question, “Is it or isn’t it harassment?” we tend to lose sight of what should be the desired goal: a respectful workplace.

### *Workplace Violence Prevention*

(DVD)

Workplace violence is a national concern and can happen to anyone, anywhere. Learn to prevent and react to harassing, threatening, or violent behavior with this three part series designed for employees of the Food Safety and Inspection Service.

This Workplace Violence Prevention series concentrates on:

- Recognizing warning signs
- Identifying the causes
- Developing a positive attitude and skills for prevention
- Reporting threats or violence to an appropriate personnel

## *Retaliation*

### *Preventing Retaliation in the Workplace: Recognize. Respond. Resolve*

(DVD)

The strongest weapon you have in preventing retaliation in your workplace is training your employees.

*Preventing Retaliation in the Workplace* can help you minimize increasing risk to your organization. Use this program to ensure your managers, supervisors and team leaders fully understand their roles and responsibilities when it comes to preventing retaliation and creating a culture of integrity, compliance and trust.

# *Sexual Harassment*

## *It's Up to You: Stopping Sexual Harassment for Employees*

**(DVD/23 minutes)**

Join our host as she introduces 14 real-world scenarios including inappropriate touching, slurs, jokes, computer-related materials, and much more. Clear, concise, and thorough, this version teaches employees how to recognize and stop sexual harassment in their work environment.

## *It's Up to You: Stopping Sexual Harassment for Managers*

**(DVD/27 minutes)**

Building on the content of the employee version, this program delves deeper into the issues that confront supervisors and managers. Each real-world scenario is followed by comprehensive discussions about tools and techniques for their responsibilities.

## *RESPECT VS HARASSMENT: How to Recognize and Prevent Harassment*

**(DVD /25 minutes)**

*(Employee Module 1)* In this module, employees learn key definitions and practice identifying examples of harassing behavior.

## *RESPECT VS HARASSMENT: How to Resolve Harassment Situations*

**(DVD /18 minutes)**

*(Employee Module)* In this module, employees understand the impact of harassment on the recipient, the harasser, and your workplace. Employees learn ways to assist in stopping unwelcome behavior.

## *RESPECT VS HARASSMENT: How to Receive & Resolve Harassment Complaints*

**(DVD /27 minutes)**

*(Management Module 1)* In this module, managers learn how to respond to both the alleged recipient and harasser when a complaint is made and partner with the organization's resource person.

## *RESPECT VS HARASSMENT: Managing the Healing Process*

**(DVD /26 minutes)**

*(Management Module 2)* In this module, managers learn how to work with human resource personnel to respond to a retaliation complaint. This module is useful for managers and human resources staff in promoting the healing process.

## *RESPECT VS HARASSMENT: Effective Training Techniques*

**(DVD/20 minutes)**

*The Master Trainer Module* is designed to provide in-house trainers with additional training techniques and information to assist in delivering RESPECT VS HARASSMENT effectively as an in-house training program. This unique program is designed to be used either as a self-instructional program or as a tool in implement the RESPECT VS HARASSMENT workshop.

**RESPECT VS HARASSMENT: Effective Intervention Techniques (EIT)**

**(DVD/40 minutes)**

In this module, managers learn that not intervening in harassment situations turns the mole hill into Mt. Everest. This module teaches managers how to conduct initial and private meeting interventions, including how to manage a hostile harasser.

**Sexual Harassment: Is It or Isn't It?**

**(VHS/17 minutes)**

This video provides the viewer with the legal definition of quid pro quo and hostile work environment sexual harassment types, and raises awareness through numerous and varied examples of potential/actual subtle and non-subtle forms of sexual harassment in the workplace. Viewers determine if the scenarios present situations, which could reasonably result in allegations of sexual harassment. The video provides guidance on ways to avoid such behaviors and what to do if one becomes a victim of such behaviors.

**Sexual Harassment (Not Government Approved)**

**(VHS)**

This video uses a combination of live action character interplay and a mock supervisory training session to educate viewers about hostile environment sexual harassment. It underscores the illegality of such conduct, and the detrimental effect on those in the work environment and on productivity when management fails to act upon it. It also suggests preventative and corrective measures. *Suggested for new supervisors.*

**Sexual Harassment (Not FSIS Approved)”**

**(VHS/27 minutes)**

An FSIS video designed to support the Administrator’s policy on the prevention of sexual harassment. It sets forth three major requirements for FSIS managers, supervisors and employees to recognize sexual harassment situations, to respond in a timely manner, and to respect the rights of others.

**The Problem of Sexual Harassment (A Supervisor’s Guide)**

**(Cassette)**

# *Special Emphasis: African-Americans*

## *African American Lives: Their Past Was Lost...Until Now*

(DVD/240 minutes)

Eminent Harvard professor Henry Louis Gates, Jr. uses revolutionary breakthroughs in genealogical research and DNA analysis to take eight prominent African Americans on once-unimaginable journeys into their past—tracing their family sagas down through U.S. history and even back to Africa.

On this epic adventure, Gates is joined by neurosurgeon Ben Carson, actress Whoopi Goldberg, Bishop T.D. Jakes, astronaut Mae Jemison, musician/producer Quincy Jones, sociologist Sara Lawrence-Lightfoot, comedian/actor Chris Tucker and TV pioneer/philanthropist Oprah Winfrey.

***Listening to Our Past:*** Gates' search for roots begins in the present and moves back through the tumultuous changes of the 20<sup>th</sup> century.

***Searching for Our Names:*** Gates unearths records that help his guests discover their unknown ancestors during the darkest hour of African American history--slavery.

***The Promise of Freedom:*** Gates makes dramatic discoveries about how his guests' ancestors rebuilt their lives and their families in the first years of freedom after the Civil War.

***Beyond the Middle Passage:*** Gates uses groundbreaking DNA analysis to discover more about his guests' American ancestry—and to rediscover their roots in Africa.

## *African American Lives: Discover the Truth behind Their Extraordinary Legacy*

(DVD/240 minutes)

Henry Louis Gates, Jr. returns as series host to guide notable African Americans on a search for their ancestry. Genealogical investigations and DNA analysis help Maya Angelo, Bliss Broyard, Don Cheadle, Morgan Freeman, Peter Gomes, Kathleen Henderson, Linda Johnson Rice, Tom Joyner, Jackie Joyner-Kersey, Chris Rock and Tina Turner discover where they come from and who they are.

***The Road Home***--Episode 1 focuses on stories of the participants' ancestors from the early 20<sup>th</sup> century.

***A Way Out of No Way***—Episode 2 continues to trace the guests' lineages back through the late 1800s to the Civil War.

***We Come from People***—Episode 3 reveals stories of participants' ancestors during the early years of the United States.

***The Past Is Another Country***—Episode 4 presents fascinating discoveries about participants lineages thanks to DNA analysis.

## *Call the Roll – Heroes in Black History*

(VHS/20 minutes)

This video presents a quick but thorough overview of the history of Blacks in America beginning in 1619 with Africans coming to America through the 1988 Jesse Jackson era.

*I Have A Dream Speech: Dr. Martin Luther King, Jr.*

(DVD/17:45 minutes)

*Montgomery to Memphis: Dr. Martin Luther King, Jr. Part 1 & 2*

(DVD/1 hour 43 minutes)

*Something the Lord Made*

(DVD/110 minutes)

This video tells the emotional true story of two men who defied the rules of their time to launch a medical revolution, set against the backdrop of the Jim Crow South. Working in 1940s Baltimore on an unprecedented technique for performing heart surgery on “blue babies,” Dr. Alfred Blalock (Alan Rickman, *Harry Potter and the Prisoner of Azkaban*) and lab technician Vivien Thomas (*Mos Def*, *The Italian Job*) form an impressive team. But even as they race against time to save a dying baby, the two occupy very different places in society. Blalock is the wealthy white Head of Surgery at Johns Hopkins Hospital; Thomas is black and poor, a skilled carpenter. As Blalock and Thomas invent a new field of medicine, saving thousands of lives in the process, social pressures threaten to undermine their collaboration and tear their friendship apart.

*The Black Eagles*

(VHS/28 minutes)

A four part documentary series hosted by Tony Brown, tells the untold story of the World War II ‘social experiment’ of the Tuskegee Airmen, also known as the ‘Black Eagles. The U.S. military used the Tuskegee Airmen as a test to assess the role of Blacks in the military, and to determine the combat performance and capability of Blacks to fly aircraft during wartime. Episodes include ‘Clipped Wings’, ‘The Enemy Within’, ‘Jim Crow’s Graveyard’, and ‘Red Tails and Black Aces’ Each tapes runs approximately

# *Special Emphasis: American Indians*

## *A History of American Indian Achievement*

**(DVD 8 programs-30 minutes each/ 4 discs 4 hours total)**

Join host Tyler Christopher, a 21st Century American Indian, as he brings a new vision to a remarkable journey. This journey tells three stories: one of remarkable civilizations creating architecture, technology and art that matched the greatest success of any ancient culture. The second story is one of survival: overcoming attempts at extermination by the dominant culture. The final story is one of accomplishment.

Tyler chronicles the survival of the American Indian in spite of oppressive wars and destruction that attempted, but did not succeed, in removing the American Indians from their culture and their future. This story tells of individual American Indian accomplishments that have never been told.

Disc 1/ Program 1:	American Indians Populate the North American Continent
Program 2:	The Golden Age of Ancient American Indians
Disc 2/ Program 3:	The Great Transition
Program 4:	Resistance and Acceptance
Disc 3/ Program 5:	The New Indian Leaders
Program 6:	Plains Indians War
Disc 4/ Program 7:	The Emergence of the American Indian Hero
Program 8:	American Indian Renaissance

## *Into The Circle: An Introduction to the Powwow*

**(DVD /120 minutes)**

For centuries, Native Americans have danced around the drum – for celebration, renewal and healing. *Into the Circle* is a colorful and informative guide to appreciating the contemporary powwow.

- Interviews with tribal elders, dancers and singers.
- Historic photographs and eyewitness accounts.
- Highlights of championship men's and women's contest dancing.
- Powerful singing and drumming.

# *Special Emphasis: Asian-Americans*

## *Becoming American: The Chinese Experience*

(DVD /6 hours)

What does it mean to become an American? What is lost and gained, both personally and culturally, when one sheds part of one's heritage to make way for a new self-identity? This powerful Bill Moyers documentary explores these questions through the dramatic experience of the Chinese in America. Beginning with the harsh conditions at home that drove thousands to seek their fortunes in the California Gold Rush, this fascinating saga traces the ongoing struggle of Chinese immigrants and their descendants to be fully accepted as Americans even as they continue to contribute to the life and success of the country. Told in three installments, the story is complemented by a series of Personal Journeys – Bill Moyers' candid conversations with prominent Chinese Americans.

## *Most Honorable Son*

(DVD /60 minutes)

After the Pearl Harbor attack, a Nebraska farmer named Ben Kuroki volunteered for the U.S. Army Air Corps. He would become that first Japanese-American war hero, surviving 58 missions as an aerial gunner over Europe, North Africa and Japan. Between his tours of duty he would find himself at the center of controversy – a lone spokesman against the racism faced by the thousands of Japanese Americans sent to internment camps. Through interviews and rare, never-before-seen film, *Most Honorable Son* tells of one man's remarkable journey through World War II, while providing context to two seemingly disparate histories – the U.S. air war and the Japanese-American experience.

# *Special Emphasis: Disability Awareness*

## *Enable*

(VHS/45 minutes)

“Life is a juggling act. We are constantly juggling the activities of work, home, and family to keep the rhythm of our lives in harmony. But what happens when you have a disability? Do you just let the pins drop, or do you pick them up and juggle a different way? Join The Flying Karamazov Brothers as they introduce you to people who are using the personal computer to allow them to get back into the rhythm of life. You will see that with the help of the personal computer, people with disabilities are working, creating, communicating, and juggling the activities of life.”

## *Look Who’s Laughing*

(VHS/56 minutes)

“A funny and compelling documentary about lives, experiences and humor of six working comedians who have various types of disabilities. Shot at comedy clubs across the country, *Look Who’s Laughing* spotlights some of the most talented and truly funny comics working today.”

## *Making the ADA Work for You*

(DVD/21 minutes)

This video introduces the primary components of the Americans with Disabilities Act and can be used for both group-training and for self-instruction. Modules cover: Overview, Employment, Definitions of Disability, Transportation, Public Accommodations, and Remedies. Graphics throughout emphasize critical points and provide reinforcement. Common questions and answers follow the modules to provide additional information. Comprehensive fact sheets and resource lists, which can be reproduced for use with groups, are included.

## *The Americans with Disabilities Act (New Access to the Workplace)*

(VHS)

“Although called ‘disabled’, people with disabilities are ready, willing and able to work. Yet many are denied the opportunity to contribute to our society, and employers are missing a very valuable human resource. Recently enacted civil rights legislation is changing the way employers view the disabled. In 1990, President Bush signed into law the Americans with Disabilities Act (ADA), which bans discrimination against people with disabilities by private sector employers. This comprehensive program explains this law, shows how it will affect employers, and outlines the steps required to implement it. The program also dispels some of the myths surrounding people with disabilities and shows how this untapped human resource can benefit your organization.”

# *Special Emphasis: Genocide*

## *A Good Man in Hell: General Romeo Dallaire and the Rwanda Genocide*

(DVD/18 minutes)

In 1994, Canadian General Roméo Dallaire, commander of the United Nations Mission in Rwanda, warned of possible mass murder of the Tutsi minority by Hutu extremists. Unheeded by UN officials in New York, his warning became a reality; yet, as General Dallaire tried to save lives, the UN Security Council withdrew nearly all his troops.

In a conversation with Ted Koppel at the United States Holocaust Memorial Museum on June 12, 2002, General Dallaire reflected on genocide that he could not stop and that he cannot forget.

This short video combines portions of that extraordinary program with background information on the Rwanda genocide in order to raise one of the central questions of our time: What is our moral responsibility when an entire group of people is threatened with annihilation?

## *Witnessing Darfur: Genocide Emergency*

(DVD/10 minutes)

In July 2004, the Committee on Conscience of the United States Holocaust Memorial Museum declared a Genocide Emergency for Sudan's western region of Darfur. Tens of thousands of civilians have been murdered there and thousands of women have been raped by Sudanese government soldiers and members of the government-supported militia sometimes referred to as the Janjaweed. About two million civilians have been driven from their homes. The lives of hundreds of thousands more hang in the balance today.

# *Special Emphasis: Hispanic/Latinos*

## *The Hispanic and Latin American Heritage: Cesar Chavez (1927-1993)*

(VHS/30 minutes)

Cesar Chavez dedicated his lifetime to the fight against injustices suffered by migrant farm workers-both immigrants and workers who, like Chavez, were born in the United States. Many farm workers came to the U.S. in search of a better life, but instead were grossly exploited. Before Chavez founded the United Farm Workers of America, AFL-CIO labor union, workers had no way to challenge the bad working conditions and salaries far below the minimum wage with no benefits.

With a lot of patience and hard work over the course of 30 years, Chavez successfully organized farm workers and other poor people, helping them to win social justice and uphold their dignity as human beings. Chavez' stance on non-violence proves that enthusiasm and strict dedication to a cause can be as effective, if not more effective, than force. Chavez' example continues to inspire individuals and movements across the United States and in other countries to struggle for justice without violence. The rallying cry, "¡Si Se Puede!," "Yes, it can be done!" continues to be heard throughout the U.S. as schools, roads and monuments are dedicated in Chavez's name. In 1994, President Bill Clinton posthumously awarded to Cesar Chavez the Presidential Medal of Freedom – the highest civilian honor in the United States.

# *Special Emphasis: LGBT*

**ANYONE CAN BE AN ALLY: SPEAKING UP FOR AN LGBT** with Brian McNaught  
(DVD/14 minutes)

When lesbian, gay, bisexual and transgender people don't feel safe and valued at work, productivity goes down, and organizations fall in their efforts to attract and retain the best and brightest talent. Many organizations realize this, and have created clear policies on the issues. But in order for the climate to change, lesbian, gay, bisexual, and transgender people need allies to speak up.

Learning Objectives:

1. Put a face on the issues that confront lesbian, gay, bisexual and transgender people in the workplace
2. Recognize the important role of allies.
3. Learn what to say and when, what words to use and how to get your words and music in sync.
4. Practice skills in being allies.

Training Goals:

1. To create a workplace in which everyone feels welcome.
2. Understand which behaviors are considered welcoming and which ones are considered unwelcoming.
3. Practice our skills in stepping forward to make our colleagues feel as if they want to give 100% of themselves to the job.

**(The training package includes Spanish and French-Canadian subtitles, CD-ROM with training materials, Leader's Guide, Participant Guide, PowerPoint Presentation, Handouts and Quiz, Transcript.)**

# *Special Emphasis: Training/Educational*

## *Legal Peril: 8 Management Pitfalls to Avoid*

(DVD)

Statistics show one in FIVE managers or supervisors will find themselves in litigation or part of an employment related claim or charge. This hard-hitting film featuring Harry Hamlin of LA Law fame explores the Eight Management Pitfalls – pitfalls which could end up costing you and your associate’s valuable time and your company millions of dollars. You will learn through example and discussion what they are, how to avoid this costly exposure and how to stay out of court.

## *Simple Justice – Program Discrimination Complaints in USDA*

(VHS)

This video is included in mandatory USDA civil rights training. It contains several vignettes depicting USDA employees engaged in delivery of program services to the public, including the distribution of park service permits and applications for farm loans. It demonstrates how USDA employees must conduct themselves in a nondiscriminatory manner when delivering program services, and how to provide information to the public on filing complaints.

# *Special Emphasis: Women*

## *Dialogue – Now You’re Talking: Dialogue Between Genders*

(DVD/21 minutes)

How should we communicate in a world where differences in perspective, experience, job function, culture, gender, age, and a myriad of other factors often lead to distrust, misunderstanding and reduced productivity? Any team can benefit from learning the tools of dialogue – how to communicate across differences in a way that is both respectful and effective. Dialogue is how you communicate when you’re having trouble communicating. A dramatized dialogue shows us how a team uses the skills learned in Program 1 to overcome misunderstandings, break down gender stereotypes, and improve communications between male and female team members.

## *She's Nobody's Baby*

(VHS/36 minutes)

This video uses historical footage and narration by Alan Alda and Marlo Thomas to provide a chronological overview of the progress of women in the United States during the 20th century. This video highlights women's contributions as turn of the century housewives, leaders in the movements for labor reform/voting rights and political/social reform, contributors to the WWII labor pool, and in advances in aviation, science, sports, cinema, fashion, and the women's movement. This is a highly recommended video to show during Women's History Month.

### *The Promotable Woman*

(VHS)

A seven tape video series, which focuses on women in the professional workplace. Although the videos list and explore strategies that have made a difference for women, they apply to both genders. They present solid relationship skills used to overcome career obstacles and stereotypes and to get ahead in today's working world. These videos provide guidance to find the appropriate level of firmness, friendliness, and assertiveness to maintain a successful life inside and outside the workplace. In addition to dividing the series into seven phases addressing major topics that include Skills, Prosperity Thinking, Positioning, Prescriptions for Comfort Management, and Patterns for Power, it relates that wealth and opportunity are available in abundance from many sources, and how to go about making a strong effort to replace negative thoughts and posture with those of a positive nature.

### *The Equal Rights Amendment: Unfinished Business for the Constitution*

(DVD/18 minutes)

Why have supporters of the Equal Rights Amendment worked for over 75 years to add the ERA to the United States Constitution?

Since its adoption in 1787, the Constitution has never granted all rights equally to women and men. Women have had to fight politically to win many rights that men possessed automatically because they were male. After women's right to vote was guaranteed by the 19<sup>th</sup> Amendment in 1920, suffragist leader Alice Paul wrote the ERA in 1923 as the next step toward women's equality.

The ERA was passed by Congress in 1972 and ratified by 35 of the necessary 38 states, but political opposition stopped the amendment short of its goal at 1982 deadline. The ERA has been reintroduced into every Congress since that time. Recent legal analysis suggests that the existing 35 state ratifications may still be valid.

This film portrays the Equal Rights Amendment as a legacy from the equality fights of the past:

- Elizabeth Cady Stanton, Lucretia Mott, Frederick Douglass, Susan B. Anthony, and Sojourner Truth, who dedicated their lives to racial and gender justice;
- Alice Paul and her National Woman's Party colleagues, who were jailed and force-fed to gain women's right to vote and who worked since 1923 for the ERA;
- the millions of supporters who, beginning in the 1960s, put ERA ratification at the center of the modern women's movement.

# *Special Emphasis: Working Conditions*

## *Working with Stress*

(VHS/17 minutes)

The nature of work is changing rapidly. Now more than ever, job stress poses a threat to the well-being of workers and organizations. Through its research and educational materials such as this program, NIOSH is committed to providing the public with the knowledge to overcome this treat.

## *Violence on the Job*

(DVD/ 27 minutes)

Delivering on the Nation's promise: Safety and health at work for all people through research and prevention.

# *MISCELLANEOUS*

## *Opening Lines: Understanding Respect*

(DVD /4 minutes)

Opening Lines: Understanding Respect is a four-minute meeting opener/closer that introduces fundamental and important concepts for promoting respect, diversity, and inclusion in the workplace.

## *EMPIRES: Martin Luther*

(DVD /110 minutes)

Martin Luther's attack on the all-powerful Catholic Church was a knife to the heart of an empire that had endured for over a thousand years. Nailing his treatise to the doors of the Wittenberg Cathedral, this previously obscure German monk changed the world forever, unleashing forces that plunged Europe into war and chaos. But Luther would do more than revolutionize the Church – he offered the Christian world a new vision of man's relationship with God and, in turn, redefined man's relationship with authority in general. Filmed across Europe – from rustic rural Germany to the opulence of Vatican City —MARTIN LUTHER is the dramatic story of the collapse of the medieval world and the birth of the modern age.