

Employment Law *Trending Now*

The Deadline for Illinois Employers to Provide Mandatory Sexual Harassment Training is Quickly Approaching

Illinois employers are running out of time

to provide their workforce with sexual harassment training.

The Workplace Transparency Act, which became effective on January 1, 2020, requires all employers with a single employee within the state of Illinois to provide annual sexual harassment training for all employees and train new hires within 90-days of hiring. Training for 2020 must be completed by December 31, 2020.

Employers may use the Illinois Department of Human Right's complimentary Model Sexual Harassment Prevention Training Program available [here](#) or utilize any other training program, as long as the training meets the minimum standards provided by the Workplace Transparency Act. While some employers may prefer custom or in-person training, others may find that standardized or electronic training is sufficient and preferred, especially in light of COVID-19 and the challenges associated with providing in-person training.

Whatever training program is chosen, Illinois employers should

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keep an internal record of the training which includes:

- Names of the employees trained
- Date of the training
- Any sign-in sheets utilized
- Certificates of participation
- Materials provided to employees as part of the training
- Name of the training provider, if applicable

*If you would like assistance in understanding the requirements for your sexual harassment prevention training program, the training programs available to you, or assistance in providing training to your workforce, please contact the author listed below or the **Aronberg Goldgehn attorney** with whom you work.*

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