



## Course Content

### Course Description:

Harassment can be based on a variety of factors such as race, sex, and disability. Experiencing an uncomfortable situation in the workplace may be more than an unpleasant event; it may be against the law. This alone is what makes this topic very important for every organization.

Our Workplace Harassment workshop will give participants the tools to recognize harassment when it occurs. It will help them understand their rights and responsibilities, and create a safe environment for all. Through this workshop your participants will recognize that it is necessary for everyone to identify harassment and exercise anti-harassment policies.

### At Course Completion:

After completing this course, student will be able to:

- Identify the words and actions that constitute harassment.
- Understand what the law says about harassment.
- Implement anti-harassment policies.
- Educate employees and develop anti-harassment policies.
- Discuss employer and employee's rights and responsibilities.
- Address accusations of harassment.
- Apply proper mediation procedures.
- Deal with the aftermath of harassment.

### Prerequisites:

### Target Student:

### Topics:

#### Module One: Getting Started

#### Module Two: The Background

- The Law
- Identifying Harassment
- Anti-Harassment Policies
- Case Study
- Module Two: Review Questions

#### Module Three: Developing an Anti-Harassment Policy

- An Anti-Harassment Policy: What Should Be Covered
- How Model Policies Work
- Steps to a Healthy Work Place
- Educating Employees
- Case Study
- Module Three: Review Questions

# Workplace Harassment

Course ID #: 7000-002-ZZ-Z

Hours: 7



## Module Four: Policies in the Workplace

- Anti-Harassment Policy Statements
- Employee's Rights and Responsibilities
- Employer's Rights and Responsibilities
- Case Study
- Module Four: Review Questions
- Module Five: Proper Procedures in the Workplace
- If You are Being Harassed
- If You are Accused of Harassing
- The Investigation
- Remedies
- Case Study
- Module Five: Review Questions

## Module Six: False Allegations

- How to Address the Situation
- Confidentiality
- Monitoring the Situation
- Retaliation
- Appeals
- Case Study
- Module Six: Review Questions

## Module Seven: Other Options

- Union Grievance Procedures
- Mediation: Getting Help from Outside Organization
- Case Study
- Module Seven: Review Questions

## Module Eight: Sexual Harassment

- Defining Sexual Harassment
- Elements of Harassment
- Common Scenarios
- Case Study
- Module Eight: Review Questions

## Module Nine: Mediation

- What is Mediation
- Deciding if it is Right
- How to Implement
- Case Study
- Module Nine: Review Questions

## Module Ten: Conflict Resolution

- How to Resolve the Situation
- Seeing Both Sides
- Deciding the Consequence
- Case Study
- Module Ten: Review Questions

## Module Eleven: The Aftermath

- How to Move On
- Monitoring the Situation
- Learning from Mistakes
- Case Study
- Module Eleven: Review Questions

## Module Twelve: Wrapping Up