

Workplace Harassment

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.



Course Outline:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: The Background

- The Law
- Identifying Harassment
- Anti-Harassment Policies

Module Three: Developing an Anti-Harassment Policy

- Anti-Harassment Policy: What Should Be Covered
- How Model Policies Work
- Steps to a Healthy Work Place
- Educating Employees

Module Four: Policies in the Workplace

- Anti-Harassment Policy Statements
- Employee's Rights and Responsibilities
- Employer's Rights and Responsibilities

Module Five: Proper Procedures in the Workplace

- If You are Being Harassed
- If You are Accused of Harassing
- The Investigation
- Remedies

Module Six: False Allegations

- How to Address the Situation
- Confidentiality
- Monitoring the Situation
- Retaliation
- Appeals

Module Seven: Other Options

- Union Grievance Procedures
- Mediation: Getting Help from Outside Organization

Module Eight: Sexual Harassment

- Defining Sexual Harassment
- Elements of Harassment
- Common Scenarios

Module Nine: Mediation

- What is Mediation?
- Deciding if it is Right
- How to Implement

Module Ten: Conflict Resolution

- How to Resolve the Situation
- Seeing Both Sides
- Deciding the Consequence

Module Eleven: The Aftermath

- How to Move On
- Monitoring the Situation
- Learning from Mistakes

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations