

WORKPLACE HARASSMENT COURSE OUTLINE

Harassment in the work place can differ from one person to another. This course will teach you to recognize when harassment is occurring and how to handle it professionally. It will also touch on safety in the workplace. By the end of this course, you should be able to understand what the law says about harassment and how to put anti-harassment policies into effect.

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

- An 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