

Preventing Harassment

After taking a quiz, participants will be introduced to important issues related to harassment. The harassment policy and procedures will be reviewed, followed by group scenarios and case study discussions, dealing with harassment situations.

Objectives

- ★ Identify inappropriate workplace behaviors.
- ★ Understand the company's policies and procedures on harassment.
- ★ Use the correct processes to immediately address inappropriate workplace behaviors.
- ★ Understand the impact of harassment on the company and its employees.

Training Time

8:00 AM - 11:45 AM

Attendees

All employees

Recommended class size

6 - 30 participants

Recommendations

None

Requirements

Customize the module by inserting your company's policies and procedures on harassment, then revise the module to highlight these policies through the use of a quiz, scenarios, and case studies. (The scenarios and case studies do **not** require modification.)

Investment

\$2,500. A typical ½ day module is \$5,000. This module is offered for ½ that price since customization is required to include your company's harassment policies and procedures and make other enhancements to reflect your information. Use this module to quickly and easily create a customized preventing harassment module for your organization.

In other words, for \$2,500, if you have 150 participants, it would cost \$16 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$10 each; 500 participants = \$5 each.

This investment includes the Instructor/Facilitator Guide and Participant Guide. It may also include handouts, case studies, job aids, PowerPoints, wallet cards, and scenarios. The documents may be provided in Word and/or PowerPoint so that you may customize them to meet your needs.

Unlike other companies, you do NOT need to take certification classes before you can purchase and use the material. We can help you train your trainers, but that is not a requirement for purchase. Once you purchase the material, it is yours to use as you wish throughout your organization, as many times as needed, by as many trainers as necessary.

Would you like a sample of a complete Module? Check out our [Business Ethics Module](#).

Session 1 (90 minutes)

Welcome

Objectives

Introductions

Harassment Quiz

Hesitation to Disclose

EEO and AA

Break

Session 2 (35 minutes)

Sexual Harassment Behavior

Harassment Policy

Session 3 (100 minutes)

Harassment Scenarios with Break

Harassment Case Studies

Action Plan

Wrap Up