

Preventing Sexual Harassment: How to Minimize Organizational Risk (Employees)

Sexual harassment is prohibited under Title VII of the Civil Rights Act of 1964 as a form of discrimination based on gender. It is illegal, and the cost is high should you or your organization be found guilty. This 3-hour training course is designed to meet state-mandated training requirements and provides employees with a clear understanding of what legally constitutes harassment and what to do if it occurs.

Session 1

Sexual Harassment: Clarify the Facts

- The startling facts surrounding sexual harassment in the workplace and how to avoid becoming another statistic
- Identify how the EEOC defines sexual harassment
- Apply state guidelines to the definition of sexual harassment in the workplace
- Recognize the impact of sexual harassment on the victim, the harasser and the organization
- Understand the financial and hard-to-measure costs of harassment in the workplace

Session 2

Identify the Problem

- Spot and minimize the types of harassment most likely to occur in the workplace
- Understand the legal definition of sexual harassment
- Define “quid pro quo” and “hostile work environment”
- Learn the difference between conduct that may be inappropriate and conduct which is harassing
- Understand and apply the reasonable person standard to determine whether a hostile work environment exists
- Develop sensitivity and avoid behaviors that could be construed as sexual harassment
- Avoid unintentional harassment
- Defuse disrespectful or harassing situations

Session 3

Assertively Take Control

- Assume responsibility and learn how to assertively communicate your feelings and put sexual harassers on notice
- Practical jokes, games and innuendo that can lead to discrimination or sexual harassment
- File a sexual harassment complaint following organizational, state and federal guidelines
- Respond appropriately when a sexual harassment complaint has been filed against you
- What to do if you are witness to or become a victim of harassing behavior
- Identify how sexual advances and propositions can result in sexual harassment