

# Preventing Sexual Harassment: How to Minimize Organizational Risk (Managers)

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 extension is designed for management and leadership staff **I** after they've also completed the employee course. It uses the earlier information as a basis to focus on **how** and **why** you must swiftly investigate and manage any sexual harassment complaint.

## Session 1

### Management Update

- ✔ Understand employer responsibilities and employee rights regarding harassing behavior in the workplace
- ✔ Identify and eliminate harassment situations that can be considered severe and pervasive
- ✔ Recognize characteristics of the typical harassment victim and take steps to remedy the situation immediately
- ✔ Develop an internal complaint process that provides protection for both employees and the organization
- ✔ Handle sexual harassment complaints quietly and professionally
- ✔ Create anti-harassment policies and procedures that clearly spell out the organization's position and put would be harassers on notice
- ✔ The dos and don'ts of conducting an internal sexual harassment complaint investigation
- ✔ Use role-plays, case studies and other training situations to increase employee awareness of gender, racial and religious diversity
- ✔ Understand and provide employee protection from retaliation for filing a harassment complaint
- ✔ Know the key steps that must be taken in every internal investigation
- ✔ Safely conduct an internal investigation without compromising employee privacy rights
- ✔ Why you can never promise confidentiality to an employee filing a sexual harassment complaint
- ✔ Questioning strategies to use when interviewing alleged victims, harassers and witnesses
- ✔ A Zero Tolerance policy is critical to minimizing your organization's legal liability
- ✔ When to discipline and when to terminate those found guilty of sexual harassment