

# Preventing Sexual Harassment: How to Minimize Organizational Risk

## OVERVIEW

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 training course is designed to meet state-mandated training requirements and provides both employees and management with a clear understanding of what legally constitutes harassment, what to do if it occurs and how to swiftly investigate and manage the sexual harassment complaint.

## LEARNING OBJECTIVES

- Reduce organizational risk and mitigate the cost of lawsuits and fines from regulatory agencies
- Increase teamwork and productivity and improve morale
- Provide a safe and healthy work environment for all employees
- Protect your organization's reputation
- Improve communications to ensure productive employee relationships
- Minimize organizational and personal liability for unlawful sexual harassment actions

## COURSE HIGHLIGHTS

### 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

### 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

### 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

## TRAINING DELIVERY

- Pre-training: Tailoring and customization of content
- Delivery of training using presentation, small group exercises, case studies, role-plays, games, etc.
- Post-training: Follow-up within 30 days to review information, provide coaching, set goals, etc. (optional)
- This course can be delivered as a full day or half-day of employee-focused training