



## Workplace Harassment What it is and What to Do About it

**Description:** In 2003, the United States Merit Protection Board estimated that harassment cost the U.S. government approximately \$164,000,000 (that's 164 million dollars!) a year. No wonder companies are working to be more proactive in preventing harassment. But how do you prevent harassment from occurring? What sorts of policies should be in place? What should managers do to protect their employees? And if a complaint is filed, what will we do? All of these questions (and more!) will be answered in this course.

**Session One:** Course Overview.

**Session Two:** Defining Harassment

- What is Harassment?
- Reasonable Man/Reasonable Woman

**Session Three:** The Purpose of Training

**Session Four:** Sexual Harassment

- What is Sexual Harassment?
- Is This Harassment?

**Session Five:** Creating a Harassment Policy

**Session Six:** Other Prevention Strategies  
Group Exercise

**Session Seven:** Nipping it in the Bud  
Your Role as a Manager

- Role Play
- Presentations

**Session Eight:** Protecting Yourself

**Session Nine:** What if it Happens to Me?

- What Works and What Doesn't?
- Saying No

**Session Ten:** What if it's Happening to Someone Else?

**Session Eleven:** Someone has Filed a

Complaint Against Me!

**Session Twelve:** Addressing a Complaint

**Session Thirteen:** False Complaints

**Session Fourteen:** Mediation

- Basics of Mediation
- The Mediation Process
- Role Play
- Presentations

**Session Fifteen:** Investigating a Complaint

**Session Sixteen:** Making the Decision

**Session Seventeen:** Solutions

**Session Eighteen:** After It's Over

**Session Nineteen:** Role Play  
Task Preparation

- Stage 1: Group Preparation
- Stage 1: Presentations
- Stage 2: Group Preparation
- Stage 2: Presentations
- Stage 3: Group Preparation
- Stage 3: Presentations
- Stage 4: Group Preparation
- Stage 4: Presentations
- Workshop Wrap-Up



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