

Sexual Harassment

Awareness and Prevention



Days: 2 hours

Prerequisites: None.

Audience: All employees.

Description: This workshop provides an overview of sexual harassment and explains how to prevent it from happening in the workplace.

Course Objectives: This half-day workshop teach participants to:

- Explain what is acceptable behavior in the workplace and what is not, and why
- Define the various types of harassment, including sexual harassment
- Demonstrate some ways to protect yourself from harassment
- Know what to do if you are harassed or accused of harassment

OUTLINE:

LESSON 1: COURSE OVERVIEW

The Instructor will review the learning objectives and explain what will take place during the workshop.

LESSON 2: DEFINING HARASSMENT & SEXUAL HARASSMENT

This session will look at legal, literary, and reasonable man/woman definitions of harassment. This session will also discuss sexual harassment in a lecture and small group work. Topics covered include the definition of sexual harassment, the components of harassment, and common scenarios that could be construed as harassment.

LESSON 3: PROTECTING YOURSELF

We will discuss 6 things you can do to minimize your risk of being harassed or being perceived as a harasser.

LESSON 4: WHAT IF IT HAPPENS TO ME?

During this session we will discuss what you can do if someone is harassing you, including techniques for saying no. Participants will then practice these techniques during a group activity.

LESSON 5: SOMEONE HAS FILED A COMPLAINT AGAINST ME!

If you are in the situation where someone has filed a complaint against you, do not panic. There are several steps that you can take to deal with the situation appropriately, all of which will be discussed in detail during this session.

WORKSHOP WRAP-UP

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.