

Build Your Own

Preventing Harassment in the Workplace

Course Code: PD111

Harassment is a serious issue in today's workplace. Harassing behavior negatively impacts morale, job performance, productivity and shareholder value. Substantial numbers of women and men, along with their coworkers, departments and companies are unable to focus on their work, experience anxiety, depression and stress – all because of harassment. It has been, as recent news stories demonstrate, and continues to be a disruptive force. It can be stopped!

Whether you are a Fortune 500 company or a small business, every organization and every individual have obligations to prevent harassment in the workplace. We can have safe, secure, enjoyable places to work where employees are self-motivated to perform at the highest of levels.

This workshop is designed to educate participants through discussion and practical relevant exercises. Participants will learn not only how to recognize harassment, they will learn how to stop it, address it, and most important, how to prevent it from occurring in the workplace.

Learning Objectives

- Understand the importance of building a safe and respectful work environment
- Define the law
- Understand an organization's obligations
- Understand an organization's policies
- Understand a Manager's responsibilities
- Learn skills to confront and prevent harassing situations

Topics & Content

- Doing business the right way – "how" matters
- Exploring stereotypes and biases
- Defining harassment
- Quid Pro Quo
- Hostile Work Environment
- Your company's obligations
- What is an effective policy
- What about retaliation
- Effective procedures
- Impactful consequences
- Role of the Manager
- Confronting harassing behavior
- Practical exercises

Course Information

Duration

1/2 day

Audience

Leaders
Managers
Supervisors
Employees

Accreditations

PMI: 4 PDUs

NASBA: 4 CPEs

SHRM 4 PDCs

OPM: 4 CLPs

OPM Competency:

Human Capital Management

