



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Sexual Harassment in the Workplace

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course is designed to help participants understand the basics of preventing sexual harassment at work and handling complaints when they do occur. This course will also help participants to recognize actions that would be considered sexual harassment under most laws, as well as learn how to set up procedures to deal with sexual harassment complaints.

Target Audience

This course is intended for:

- Employees
- Supervisors
- Managers.

Prerequisites

There are no prerequisites required to attend this course.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Recognise what is meant by the term 'sexual harassment.
- Identify the effects of sexual harassment on people.
- Recognize conduct that could constitute sexual harassment and determine whether the behaviour was unwelcome.
- Understand what constitutes inappropriate behaviour and comments in the workplace.
- Understand the law(s) surrounding sexual harassment and know what constitutes unlawful behaviour.
- Understand the responsibilities placed on their manager or employer to foster a positive culture in the workplace.



Microsoft Partner

Tel: 876-978-1107 / 876-978-1486

WhatsApp: 876-978-9353

E-Mail: training@RWTTTS.com | **Website:** www.RWTTTS.com





Course Objectives *Continued*

Upon successful completion of this course, attendees will be able to:

- Develop and share a non-discrimination and anti-harassment policy for the workplace.
- Implement guidelines for preventive action, including ways of handling complaints of sexual harassment.
- Understand how a business should handle sexual harassment complaints.
- Understand which actions should be taken if they experience sexual harassment in the workplace.

Course Topics

Module 1: Understanding Sexual Harassment

- How Did Sexual Harassment Come About?
- How Prevalent Is Sexual Harassment?
- The Victims and the Accused
- Social Stereotypes
- What Is Sexual Harassment?
- Vicarious Employer Liability
- Potential Costs of Legal Defence and Damages
- Sexual Harassment vs. Sex Discrimination

Module 2: Preventing Sexual Harassment in The Workplace

- Preventing Sexual Harassment at Work
- Communicating the Policy
- Instituting a Training Program
- Counselling Employees Who Have Felt Harassed

Module 3: Handling Sexual Harassment Complaints

- The Investigation
- Conducting Interviews
- Resolving the Complaint
- Assessing Your Organization
- Government Agencies and the Courts

Module 4: Maintaining A Positive Work Environment

- Valuing a Harassment-Free Workplace
- Case Study: Tom, the Killjoy?
- Putting a Stop to Unwelcome Behaviour
- Assessing Your Workplace

EXAMPLES INCLUDED

