
Respect & Safety in the Professional Environment

<i>Business Purpose</i>	<p>XYZ Company needs a refresher course on company compliance training for sexual harassment in the workplace.</p> <p>Upon completing this training, employees will possess greater awareness regarding actions that constitute sexual harassment. This knowledge will aid them in preventing inappropriate conduct towards colleagues, while also equipping them with the skills to effectively address any misconduct directed at them.</p>
<i>Target Audience</i>	<ul style="list-style-type: none"> ● Employees ● Managers ● Supervisors ● Contract Workers ● Volunteers
<i>Training Time</i>	45-60 minutes
<i>Training Recommendation</i>	<p>Due to the nature of this topic, and the fact that XYZ Company's employees are spread out across the country, a virtual instructor-led training (VILT) is recommended. Under the discretion of the human resources department, XYZ Company's employees will complete the training synchronously using an online platform, such as, Zoom or Microsoft Teams. This training will be conducted annually to align with the guidelines set by the Equal Employment Opportunity Commission.</p> <p>This VILT will include both large group and small group discussions, interactive games/activities, and brief knowledge checks. A Kirkpatrick Model Level 1 evaluation will conclude the training session.</p>
<i>Deliverables</i>	<ul style="list-style-type: none"> ● 1 - VILT course in Google Slides ● 1 - Facilitator Guide with Producer Notes ● 1 - Job Aid - Steps to Take if You are Sexually Harassed
<i>Learning Objectives</i>	<p>After completing this virtual instructor-led training, the learner will be able to:</p> <ol style="list-style-type: none"> 1. identify instances of sexual harassment within the professional environment 2. give examples of specific behaviors that fall under the category of sexual harassment 3. outline the appropriate steps to follow when responding to instances of inappropriate behavior, specifically within the context of sexual harassment

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<i>Training Outline</i>	<p>Welcome</p> <ul style="list-style-type: none"> ● Introduction ● Objectives ● Poll - Have you been sexually harassed? ● Statistics <p>Topic 1: What is Sexual Harassment?</p> <ul style="list-style-type: none"> ● Video ● Definition/Federal Law ● Hostile work environment vs. Quid pro quo ● Effects of sexual harassment <p>Knowledge Check</p> <ul style="list-style-type: none"> ● Group question to a statistic using Zoom Poll tool <p>Topic 2: Examples of Sexual Harassment</p> <ul style="list-style-type: none"> ● Breakout rooms - brainstorm behaviors/actions that are considered sexual harassment ● Video ● Examples of inappropriate behavior <ul style="list-style-type: none"> ○ Statistics ○ Who might be the harasser ○ Where might the harassment take place ● Non-sexual harassment examples <p>Knowledge Check</p> <ul style="list-style-type: none"> ● Group question to a statistic using Zoom Poll tool <p>Topic 3: Steps to take</p> <ul style="list-style-type: none"> ● Group discussion - What should the victim do if they are experiencing inappropriate behaviors directed at them? ● Steps to take <ul style="list-style-type: none"> ○ Victim-Harasser communication ○ Filing grievance with HR <ul style="list-style-type: none"> ■ Statistics ■ Retaliation ● Prevention is key <p>Conclusion</p> <ul style="list-style-type: none"> ● Review/summary ● Kahoot game
<i>Assessment Plan</i>	<p>An informal assessment will be given at the end of the training session. This informal assessment will be in the form of a fun, interactive game. This game is a good way to review what was learned. Learners do not need to meet a specific score to pass this course.</p>