

Facilitator Guide



This guide is designed to help you manage the information for this module and to help increase consistency at all training locations nationwide.

COURSE OBJECTIVES:

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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PRE-TRAINING PREPARATION:


Facilitator:	<ul style="list-style-type: none"> For slide 3, create a poll for the question.
	<ul style="list-style-type: none"> For slide 11, create the 2-question poll.
	<ul style="list-style-type: none"> Go to Kahoot and set up the game questions for slide 26.

Producer:	<ul style="list-style-type: none"> Ensure the training platform (i.e. Zoom) has the poll feature enabled.
	<ul style="list-style-type: none"> Ensure you or the facilitator has a Kahoot account and can sign on without issues.
	<ul style="list-style-type: none"> Ensure both videos work properly for slides 6 and 14.





MODULE AT A GLANCE:


The timing in this guide is provided as a guideline and is estimated for an average class size of 25; modify as needed.


Session #1		
Slides	Approximate Timing	Topic
1-4	4.5 minutes	Welcome, Introduction, Objectives, Poll
5-11	12 minutes	Sexual Harassment - Video, Federal Law, Description, Effects, Knowledge Check
12-19	17.5 minutes	Examples of Sexual Harassment - Examples Activity, Video, Who/Where, Statistics, Knowledge Check
20-24	5 minutes	What Should You Do - Grievance Filing, Retaliation, Prevention
25-27	15-19 minutes	Conclusion, Review Game, Questions
Total:	58 minutes	


Slide #: 1	Duration: 1 minute
	<p>Facilitator Notes:</p> <p><i>Share screen and display at the beginning of the training session while attendees are joining the training platform (i.e. Zoom).</i></p> <p><i>Once everyone is present and the training starts:</i></p> <p>DO: Introduce yourself and the producer to the group.</p> <ul style="list-style-type: none"> - Cover ground rules: i.e. video on/off, microphone off, chat, attendee engagement, etc. <p>SAY: Introduce training topic. Key points:</p> <ul style="list-style-type: none"> ● Sexual harassment happens quite often in the workplace. ● Understanding sexual harassment is crucial to: <ul style="list-style-type: none"> ○ prevent engaging in appropriate behavior ○ protect oneself from becoming a victim


	<ul style="list-style-type: none"> ● When sexual harassment is present in the workplace: <ul style="list-style-type: none"> ○ Workplace is a hostile environment <ul style="list-style-type: none"> ■ victims ■ colleagues ○ affects productivity, morale, and culture <p>[ADVANCE SLIDE]</p>
<p>Notes:</p>	<p>Producer Notes:</p> <p><i>Ensure attendees are joining and let them in the training platform if you have a waiting room.</i></p> <p><i>Ensure microphones are turned off.</i></p> <p><i>Monitor chat and answer questions as they come up.</i></p>




<p>Slide #: 2</p>	<p>Duration: 1 minute</p>
<p>TRAINING OBJECTIVES</p> <p>After this training, you 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. 	<p>Facilitator Notes:</p> <p>DO: [CLICK] to start text.</p> <p>SAY: After this training, you 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. <p>[ADVANCE SLIDE]</p>
<p>Notes:</p> <p> = click slide to animate text</p>	<p>Producer Notes:</p> <p><i>Monitor the chat and answer any questions as they come up.</i></p>


<p>Slide #: 3</p>	<p>Duration: 2 minutes (1 minute set up, 15 seconds activity, 1 minute debrief)</p>
<p>LET'S TAKE A POLL!</p>  <p>Have you experienced sexual harassment as a victim, harasser, or witness?</p>	<p>Facilitator Notes:</p> <p>SAY: Let's take a poll! [CLICK SLIDE] Have you experienced sexual harassment as a victim, harasser, or witness?</p> <p>[Producer will start poll.]</p> <p><If the poll shows more "yes" answers> SAY: This doesn't surprise me one bit that most of you have experienced sexual harassment in one way or another. Let's take a look at the statistics.</p> <p>[ADVANCE SLIDE]</p> <p><If the poll shows more "no" answers> SAY: Well, you are fortunate to work in a place where there is little sexual harassment. Unfortunately, the statistics show a different story.</p> <p>[ADVANCE SLIDE]</p>
<p>Notes: Be sure to set up this poll prior to the training.</p>	<p>Producer Notes:</p> <ul style="list-style-type: none"> • <i>Start poll as directed above.</i> • <i>Stop poll once it seems most attendees have answered.</i>

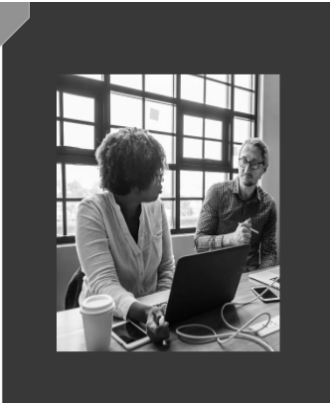







<p>Slide #: 4</p>	<p>Duration: 0.5 minute</p>
 <p>STATISTICS</p> <p>54%</p> <p>More than half of all employees have experienced some form of sexual harassment.</p>	<p>Facilitator Notes:</p> <p>SAY: [CLICK SLIDE] 54% of employees have experienced some form of sexual harassment. That is more than half! Let THAT sink in.</p> <p>[ADVANCE SLIDE]</p>
<p>Notes:</p>	<p>Producer Notes: <i>Monitor chat and make comments and/or answer questions as they come up.</i></p>


<p>Slide #: 5</p>	<p>Duration: 0.5 minute</p>
 <p>WHAT IS SEXUAL HARASSMENT?</p>	<p>Facilitator Notes:</p> <p>SAY: What IS sexual harassment? Let's learn more by watching this video.</p> <p>[ADVANCE SLIDE]</p>
<p>Notes:</p>	<p>Producer Notes: <i>Monitor chat and make comments and/or answer questions as they come up.</i></p>

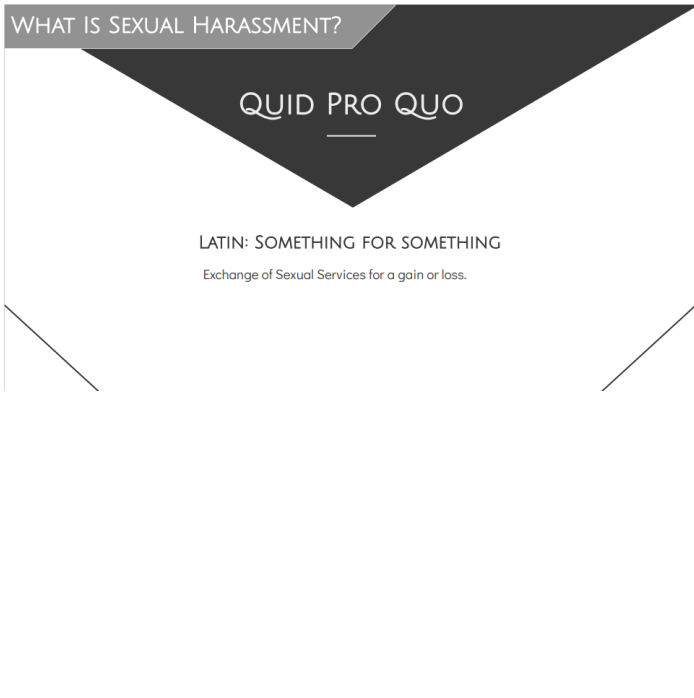



<p>Slide #: 6</p>	<p>Duration: 1.5 minutes</p>
<p>WHAT IS SEXUAL HARASSMENT?</p>  <p>Credit: https://youtu.be/g49HutgTH44</p>	<p>Facilitator Notes:</p> <p><i>Video will play automatically when this slide starts.</i></p> <p>To preview the video: https://youtu.be/g49HutgTH44</p> <ul style="list-style-type: none"> • Source: CNN Business • Description: The words we use to describe inappropriate sexual behavior determine how the behavior is remembered, reported and even investigated. But many people still aren't sure what constitutes harassment and what doesn't. CNNMoney's Julia Carpenter explains the terms that fall under the umbrella of sexual harassment. <p>[ADVANCE SLIDE] when the video is complete.</p>
<p>Notes:</p>	<p>Producer Notes:</p> <p><i>Ensure the video plays without issues.</i></p>

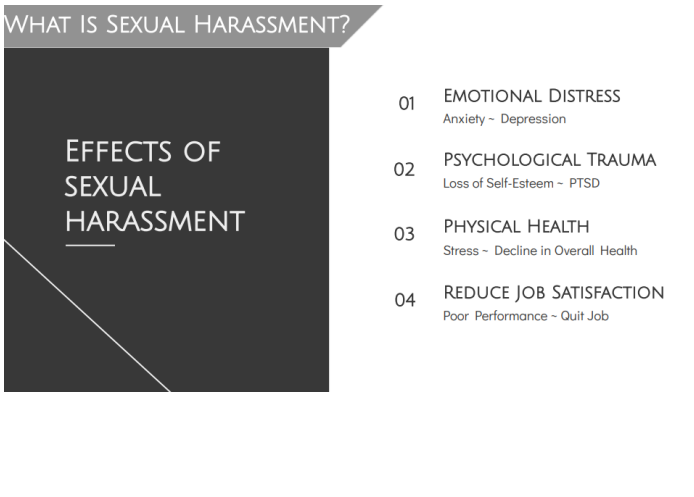







<p>Slide #: 7</p>	<p>Duration: 1 minute</p>
<p>WHAT IS SEXUAL HARASSMENT?</p> <p>FEDERAL LAW VIOLATION</p> <p>Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964.</p> <ul style="list-style-type: none"> • Applies to employers with more than 15 employees. • Laws fall under both state and local governments. 	<p>Facilitator Notes:</p> <p>DO: [CLICK] to start text.</p> <p>SAY:</p> <ul style="list-style-type: none"> -  Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. -  It applies to employers with more than 15 employees. -  Its laws fall under both state and local governments. <p>[ADVANCE SLIDE]</p>
<p>Notes:</p>	<p>Producer Notes:</p>



 = click slide to animate text	<p>Monitor chat and make comments and/or answer questions as they come up.</p>
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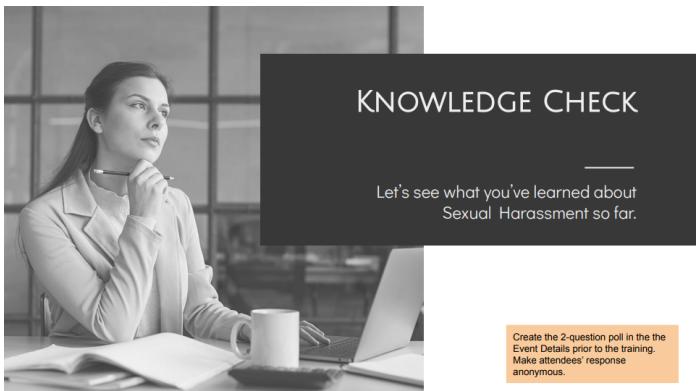
<p>Slide #: 8</p>	<p>Duration: 2 minutes</p>
<div data-bbox="110 527 800 926"> <p>WHAT IS SEXUAL HARASSMENT?</p> <p>SEXUAL HARASSMENT</p> <hr/> <p>UNWELCOME Sexual Advances, Requests, and Favors</p> <p>Physical or Verbal</p> <p>Women AND Men</p> <p>Not Always with the Opposite Sex</p>  </div>	<p>Facilitator Notes:</p> <p>DO: [CLICK] to start text</p> <p>SAY:</p> <ul style="list-style-type: none"> -  Sexual harassment is unwelcome sexual advances, requests, and favors. In fact, sexual harassment doesn't have to necessarily be sexual in nature. For example, a male coworker makes comments about women in general in the presence of women coworkers. This is considered sexual harassment! -  Sexual harassment can be physical or verbal. -  Both women AND men can fall victim to sexual harassment. AND... -  It's not always with the opposite sex. Men can harass men and women can harass women. -  Sexual harassment creates a hostile, intimidating, and offensive work environment as it... -  Interferes with work performance. -  AND... Sexual harassment is ILLEGAL! A harasser can get into a lot of trouble. <p>[ADVANCE SLIDE]</p>

<p>Notes:</p>  = click slide to animate text	<p>Producer Notes:</p> <p>Monitor chat and make comments and/or answer questions as they come up.</p>
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<p>Slide #: 9</p>	<p>Duration: 2 minutes</p>
	<p>Facilitator Notes:</p> <p>SAY: We heard the term “Quid Pro Quo” in the video.</p> <p>ASK: What do you think this term means?</p> <p>DO: Have attendees give their answer either verbally or via the chat.</p> <p>SAY:</p> <ul style="list-style-type: none"> -  The term quid pro quo is Latin and means “something for something.” -  In terms of sexual harassment, quid pro quo means an exchange of sexual services for a gain or loss. We’ll discuss examples of quid pro quo later in the training. <p>[ADVANCE SLIDE]</p>
<p>Notes:</p> <p> = click slide to animate text</p>	<p>Producer Notes:</p> <p><i>Monitor chat and make comments and/or answer questions as they come up.</i></p>



<p>Slide #: 10</p>	<p>Duration: 1 minute</p>
	<p>Facilitator Notes:</p> <p>SAY: Sexual harassment has negative effects on the victim.</p> <ul style="list-style-type: none"> -  Victims experience emotional distress such as  anxiety and depression. -  Psychological trauma such as  loss of self-esteem or PTSD -  Their physical health suffers from  stress or other health problems. And... -  Their job satisfaction is reduced which shows

	<p>in  their performance or they quit their job.</p> <p>[ADVANCE SLIDE]</p>
<p>Notes:</p> <p> = click slide to animate text</p>	<p>Producer Notes:</p> <p><i>Monitor chat and make comments and/or answer questions as they come up.</i></p>


<p>Slide #: 11</p>	<p>Duration: 4 minutes (1 minute set up, 1 minute activity, 2 minutes debrief)</p>
	<p>Facilitator Notes:</p> <p>SAY: Let's take a quick knowledge check! There will be two questions for you to answer. Do your best at answering them, and don't worry... This is not graded! You'll have about a minute to answer the two questions.</p> <p>[QUESTIONS]</p> <ol style="list-style-type: none"> 1. Which statement is true? (slide 4) <ol style="list-style-type: none"> a. Sexual harassment is not a big problem for most companies. b. Sexual harassment only occurs between coworkers of the opposite sex. c. Over half of employees have experienced sexual harassment. d. Less than half of employees have experienced sexual harassment. 2. Sexual harassment... (slide 8) <ol style="list-style-type: none"> a. creates a hostile work environment for only the victim. b. causes emotional distress and physical issues for the victim. c. does not have any effect over productivity. d. has no effect on colleagues. <p>[Producer will manage the poll and time.]</p> <p>SAY: Great job on the knowledge check! Let's look at your answers.</p>






	<p>DO: Go over answers.</p> <ul style="list-style-type: none"> - If results show that review is necessary, go back to the coordinating slide(s) for review. <p>SAY: Now that we know what sexual harassment is, let's go over some specific behaviors that are considered sexual harassment.</p> <p>[ADVANCE SLIDE]</p>
<p>Notes: Be sure to set up this poll prior to the training.</p>	<p>Producer Notes:</p> <ul style="list-style-type: none"> ● <i>Start the poll and timer.</i> ● <i>Ensure poll works accordingly.</i> ● <i>Show poll results at the end of the time limit.</i>









<p>Slide #: 12</p>	<p>Duration: 0.5 minute</p>
	<p>Facilitator Notes:</p> <p>SAY: Now that we know what sexual harassment is, let's discuss the specifics. What behavior is NOT appropriate and might be considered sexual harassment? Think about that for a minute.</p> <p>[ADVANCE SLIDE]</p>
<p>Notes:</p>	<p>Producer Notes: <i>Monitor chat and make comments and/or answer questions as they come up.</i></p>


<p>Slide #: 13</p>	<p>Duration: 7 minutes (1 minute set up, 4 minutes activity, 3 minutes debrief)</p>
<p><u>EXAMPLES OF SEXUAL HARASSMENT</u></p>  	<p>Facilitator Notes:</p> <p>SAY: Let's brainstorm! If you have an example (or 2) of an inappropriate behavior that would be considered sexual harassment based on what we've talked about today, I want you to jot it down on the white board.</p> <ul style="list-style-type: none"> - Just click the text box to insert text, and you can place it anywhere on the screen. - While you are brainstorming, I will read what you write and make comments. - We'll do this for about 4 minutes, then we'll stop and discuss. <p>DO: Observe and make comments as attendees are writing on the white board.</p> <ul style="list-style-type: none"> - Make note of what is being written - if the example isn't relevant, you'll make a comment about it later. - Compare what is being shared with the following list and make note of examples that are not written on the white board. <p>Examples of Sexual Harassment:</p> <ul style="list-style-type: none"> ● Remarks (comments, jokes, stories) of a sexual nature ● viewing/displaying pornography, illicit pictures, websites ● sexually explicit phone calls ● obscene gestures ● tshirts that have sexually suggestive words/images ● unwelcome flirting ● insisting on a date ● murmuring when someone walks by (catcalls) ● touching/threatening to touch in an unprofessional manner ● inquiring about someone's sex life or talking about their own ● unwelcome massage ● engaging in sexual intercourse - even if it's consensual

	<p>Quid Pro Quo: “Something for Something”</p> <ul style="list-style-type: none"> • offering a promotion for sex • threaten to fire if they don’t have sex • telling an employee they should dress sexier if they want to keep their job <p>NOT Considered Sexual Harassment: Inappropriate behavior is an isolated event -</p> <ul style="list-style-type: none"> • making offensive comments about another employee • wearing offensive clothing in the workplace • insulting joke • physical touch not sexual in nature • mockery/making fun of • Occasional teasing and offhand comments <p>DO:</p> <ul style="list-style-type: none"> - For examples that are not sexual harassment → make a comment about that - Comment on examples that are being written that are sexual harassment. - Write any examples from above that were not included, including the Quid Pro Quo examples. <p>SAY: Here are a few more examples that constitutes as sexual harassment, including Quid Pro Quo, which we briefly talked about earlier.</p> <ul style="list-style-type: none"> - Isolated events, such as, [see above list], are not considered sexual harassment. - Behaviors that are considered sexual harassment happen continuously. <p>[ADVANCE SLIDE]</p>
<p>Notes:</p>	<p>Producer Notes:</p> <ul style="list-style-type: none"> • <i>Turn on White Board feature upon the start of this slide.</i> • <i>Ensure settings are set for participants to annotate.</i> • <i>Write any examples from above that were not included, including the Quid Pro Quo examples.</i>


<p>Slide #: 14</p>	<p>Duration: 3.5 minutes (0.5 minute set up, 2.5 minutes video, 0.5 minute debrief)</p>
<p>EXAMPLES OF SEXUAL HARASSMENT</p>  <p>Credit: https://youtu.be/s0bqrvnMdDo</p>	<p>Facilitator Notes:</p> <p>To preview the video: https://youtu.be/s0bqrvnMdDo?si=OZfQjxomeGTUe9</p> <ul style="list-style-type: none"> • Source: Millquas Movies/Arts • Description: How to avoid potential sexual harassment cases. Not intended for legal use. <p>SAY: Now, let's watch a video!</p> <p>[Producer plays video.]</p> <p>SAY: That was a humorous way to show examples of sexual harassment. But, sexual harassment is NOT funny, and must be taken seriously.</p> <p>[ADVANCE SLIDE]</p>
<p>Notes:</p>	<p>Producer Notes: <i>Play video.</i></p>

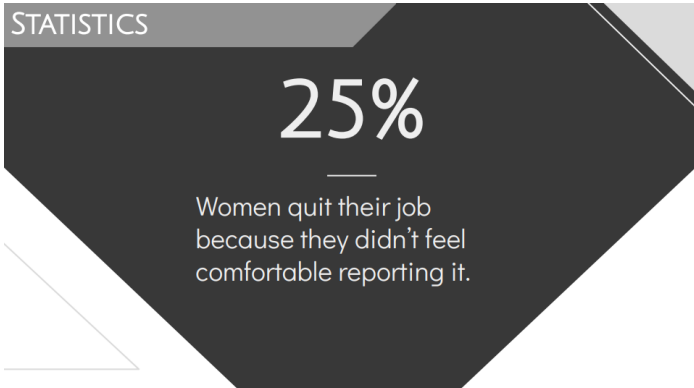
<p>Slide #: 15</p>	<p>Duration: 2 minutes</p>
<p>EXAMPLES OF SEXUAL HARASSMENT</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>WHO</p> <ul style="list-style-type: none"> • Direct Supervisors/Managers • Supervisors/Managers from another department. • Coworkers • Customers • Volunteers • Contractors • Delivery Persons </div> <div style="width: 45%;"> <p>WHERE</p> <ul style="list-style-type: none"> • Place of Business - during office hours or after hours • Off-site/Temporary Work Areas • Meetings • Social Gatherings • Business Trips/Conferences • Trainings </div> </div>	<p>Facilitator Notes:</p> <p>SAY: Who typically <u>is</u> the harasser? Well, it can be anyone!</p> <p>DO: [CLICK] to start text.</p> <p>SAY:</p> <ul style="list-style-type: none"> - an employee's direct supervisor or manager -  supervisors or managers from another department -  other co-workers -  customers -  volunteers -  contractors or


	<ul style="list-style-type: none"> -  delivery persons <p>Anyone that is at your place of work can be a harasser.</p> <p>DO: [CLICK] to continue text.</p> <p>SAY: And, sexual harassment can happen anywhere!</p> <ul style="list-style-type: none"> -  your place of business during the business day OR after hours -  off-site or temporary work areas -  meetings -  social gatherings -  business trips and conferences -  trainings <p>[ADVANCE SLIDE]</p>
<p>Notes:</p> <p> = click slide to animate text</p>	<p>Producer Notes:</p> <p><i>Monitor chat and make comments and/or answer questions as they come up.</i></p>


<p>Slide #: 16</p>	<p>Duration: 0.5 minute</p>
<p>STATISTICS</p> 	<p>Facilitator Notes:</p> <p>SAY: Here are some statements about sexual harassment that may or may not be accurate.</p> <ul style="list-style-type: none"> - If you think the statement is true, turn on your camera and show me a hand. - If you think the statement is false, turn off your camera. <p>DO: [CLICK SLIDE] Read text</p> <ul style="list-style-type: none"> - Remind participants to show if they think this fact is true/not true. - Give participants a few seconds. - Observe participants' choices. - [CLICK SLIDE]

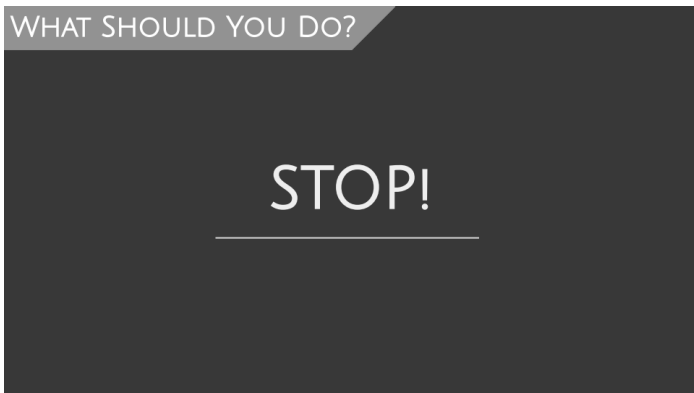
	<p>SAY: This statement is true with 81% of women having been victims.</p> <p>[ADVANCE SLIDE]</p>
<p>Notes:</p>	<p>Producer Notes: <i>Monitor chat and make comments and/or answer questions as they come up.</i></p>










<p>Slide #: 17</p>	<p>Duration: 0.5 minute</p>
	<p>Facilitator Notes:</p> <p>DO: [CLICK SLIDE] Read text</p> <ul style="list-style-type: none"> - Remind participants to show if they think this face is true/not true. - Give participants a few seconds. - Observe participants' choices. - [CLICK SLIDE] <p>SAY: This statement is false. [CLICK SLIDE]</p> <p>[ADVANCE SLIDE]</p>
<p>Notes:</p>	<p>Producer Notes: <i>Monitor chat and make comments and/or answer questions as they come up.</i></p>





<p>Slide #: 18</p>	<p>Duration: 0.5 minute</p>
	<p>Facilitator Notes:</p> <p>SAY: ...and 25% of women <u>quit their job</u> because they didn't feel comfortable reporting it.</p> <p>[ADVANCE SLIDE]</p>
<p>Notes:</p>	<p>Producer Notes: <i>Monitor chat and make comments and/or answer questions as they come up.</i></p>




<p>Slide #: 19</p>	<p>Duration: 3 minutes</p>
	<p>Facilitator Notes:</p> <p>SAY: Let's take a quick knowledge check!</p> <ul style="list-style-type: none"> - For this activity, everyone is going to enter their answer in the chat at the same time, when I count to three. <p>DO: [CLICK SLIDE] Read question.</p> <ul style="list-style-type: none"> - Count to three. - Monitor chat while participants are entering their response. - Make comments as necessary. <p>ASK: Are there any questions about specific behaviors?</p> <p>[ADVANCE SLIDE]</p>
<p>Notes:</p>	<p>Producer Notes: <i>Monitor chat</i></p>




Slide #: 20	Duration: 0.5 minute
	Facilitator Notes: SAY: If you ever find yourself in this situation, there are two things you can do. [ADVANCE SLIDE]
Notes:	Producer Notes:





Slide #: 21	Duration: 0.5 minute
	Facilitator Notes: SAY: The first thing you should do - if you are comfortable with it - is to tell the harasser their conduct is UNWELCOME and they need to STOP. [ADVANCE SLIDE]
Notes:	Producer Notes:







<p>Slide #: 22</p>	<p>Duration: 1 minute</p>
<p>WHAT SHOULD YOU DO?</p> <p>FILE A GRIEVANCE</p>  <p>72% Victims do not report the harassment.</p> <p>99.8% Victims don't file formal charges.</p> <p>WHY?</p> <ul style="list-style-type: none"> • Fear of losing their job • Lack of faith in their H.R. • Embarrassment • Lack of witnesses • Fear of retaliation 	<p>Facilitator Notes:</p> <p>SAY: If the harasser continues with their unwelcome conduct, the next step is to go to Human Resources and file a complaint.</p> <p>DO: [CLICK] to continue text.</p> <p>SAY:</p> <ul style="list-style-type: none"> - 72% of victims do not report the harassment. -  99.8% of victims don't file formal charges. -  Why is this? -  Fear of losing their job -  Lack of faith in their H.R. -  Embarrassment -  Lack of witnesses -  Fear of retaliation <p>SAY: Every company has different procedures for handling sexual harassment grievances. I will give you a handout that shows this company's procedures. Keep it handy as you never know if you - or someone else - may need it.</p> <p>[ADVANCE SLIDE]</p>
<p>Notes:</p> <p> = click slide to animate text</p>	<p>Producer Notes:</p>

<p>Slide #: 23</p>	<p>Duration: 1 minute</p>
 <p>WHAT SHOULD YOU DO?</p> <p>RETALIATION</p> <ul style="list-style-type: none"> • 70% of sexual harassment reports lead to retaliation. • Retaliation is AGAINST THE LAW! 	<p>Facilitator Notes:</p> <p>SAY: As mentioned in the last slide, many victims don't file a report because they are fearful of retaliation.</p> <ul style="list-style-type: none"> - Retaliation <u>is</u> a concern with  70% of sexual harassment reports filed lead to some kind of retaliation. - However,  retaliation is against the law! <p>[ADVANCE SLIDE]</p>
<p>Notes:</p> <p> = click slide to animate text</p>	<p>Producer Notes:</p>


<p>Slide #: 24</p>	<p>Duration: 2 minutes</p>
 <p>WHAT SHOULD YOU DO?</p> <p>PREVENTION</p> <ul style="list-style-type: none"> • Instill and Enforce Respectful Workplace • Training for Employees • Training for Supervisors/Managers • Strict Anti-harassment Policies • Effective Complaint System 	<p>Facilitator Notes:</p> <p>SAY: Prevention is key!</p> <ul style="list-style-type: none"> - Employers can avoid legal battles, financial liability, and negative publicity by providing measures to PREVENT sexual harassment. <p>DO: [CLICK] to start bullets.</p> <p>SAY:</p> <ul style="list-style-type: none"> • Instilling and enforcing a respectful workplace presents a safe and enjoyable professional environment. •  All employees need sexual harassment training - like this one. Training should be reviewed annually. •  Supervisors and managers need extra training to help them handle sexual harassment situations.

	<ul style="list-style-type: none"> •  Employers should hold strict anti-harassment policies, ensuring all employees are aware of and understand expectations. •  Employers should also have an effective complaint system in place that gives anonymity to the victim and makes the victim feel safe and validated. <p>[ADVANCE SLIDE]</p>
<p>Notes:</p> <p> = click slide to animate text</p>	<p>Producer Notes:</p>

<p>Slide #: 25</p>	<p>Duration: 2 minutes</p>
 <p>CONCLUSION</p> <ul style="list-style-type: none"> • identify instances of sexual harassment within the professional environment • give examples of specific behaviors that fall under the category of sexual harassment • outline the appropriate steps to follow when responding to instances of inappropriate behavior, specifically within the context of sexual harassment 	<p>Facilitator Notes:</p> <p>SAY: We are now at the end of our training on sexual harassment. You can now...</p> <p>DO: [CLICK] to begin the text.</p> <p>SAY:</p> <ul style="list-style-type: none"> • identify instances of sexual harassment within the professional environment •  give examples of specific behaviors that fall under the category of sexual harassment, and... •  outline the appropriate steps to follow when responding to instances of inappropriate behavior, specifically within the context of sexual harassment <p>SAY: Now that you are efficient in sexual harassment...</p> <p>[ADVANCE SLIDE]</p>
<p>Notes:</p> <p> = click slide to animate text</p>	<p>Producer Notes:</p>

<p>Slide #: 26</p>	<p>Duration: 12 minutes (1 minute set up, 10 minutes game, 1 minute debrief)</p>
	<p>SAY: ... Let's play a game! [<i>use excited voice</i>]</p> <ul style="list-style-type: none"> - We will have fun while testing your knowledge about what we learned today. - Are you ready to have some fun? <p>DO: [CLICK] to begin text.</p> <p>SAY:</p> <ol style="list-style-type: none"> 1. On your browser, go to www.kahoot.it. The link is in the chat. 2.  Enter the pin: 3.  Give yourself a nickname. <p> To Play:</p> <ul style="list-style-type: none"> •  Pick your answer choice on your browser. •  Check back on Zoom for player standings and results. <p>SAY: This is a game of knowledge and speed. You will have about 20 seconds to answer each question.</p> <p>DO: After giving attendees a few minutes to prepare for the game, start the game.</p> <ul style="list-style-type: none"> - Read game questions if you feel it's necessary. - Make comments about who is in the lead between each question. - [<i>The producer will track time and click the next button between questions.</i>] - After all questions have been answered, read the results and make a big deal about the winners. <p>SAY: Thank you so much for allowing me to present this training to you today. I hope you learned a lot about this serious topic and will use what you learned in your workplace.</p>
<p>Notes:</p>	<p>Producer Notes:</p>

	<ul style="list-style-type: none"> ● Put www.kahoot.it in the chat. ● Open up the Kahoot app in Zoom. ● Watch time for each question, giving players about 20 seconds to answer each one (after question is read). ● Click the next button to go to each question until the game is complete. ● Once the game is complete, stop sharing screen.
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Slide #: 27	Duration: 1-5 minutes
	<p>Facilitator Notes:</p> <p>SAY: Thank you so much for allowing me to present this training to you today. I hope you learned a lot about this serious topic and will use what you learned in your workplace.</p> <p>ASK: Are there any questions about what we discussed today?</p> <p>DO: Allow time for answering questions.</p>
Notes:	<p>Producer Notes: <i>Once all questions have been answered, stop sharing screen and end training.</i></p>

KAHOOT QUESTIONS/ANSWERS:

Note: When creating the questions, be sure to reorder and mix the answer choices.

Which two answers are true about sexual harassment?

- It's a form of discrimination.
- It violates Title VII of the Civil Rights Act of 1964.
- It's not against the law.
- There is nothing wrong about sexually harassing others.

What does Quid Pro Quo mean?

- something for something
- nothing for nothing
- something for nothing
- nothing for something

Which three are effects from sexual harassment?

- Victims experience emotional distress, such as anxiety or depression.
- Victims may experience low self-esteem, PTSD, or other psychological problems.
- Victims may experience stress and reduced job satisfaction.
- Victims may experience extreme happiness and love their job.

Which conduct is **NOT** sexual harassment?

- unwelcome flirting or insisting on a date
- offering a promotion for sex
- touching in an inappropriate manner
- an insulting joke

True or False: More men than women fall victim to sexual harassment.

- True
- False

Who might be the sexual harasser? There is more than one correct answer.

- your supervisor/manager or a supervisor/manager from another department
- other co-workers
- volunteers or delivery people
- a friend you meet for lunch on occasion

True or False: Retaliation is against the law.

- True
- False

Which statements are TRUE about sexual harassment?

- can happen to both women AND men
- doesn't always have to be between the opposite sex
- can be verbal or physical
- usually occurs with only younger people

What is the first thing you should do if someone is harassing you?

- Tell them their conduct is unwelcome and they need to stop.
- Tell your friends about it and spread rumors about the harasser.
- Ignore their behavior and hope it eventually stops.
- Start harassing them back.

Why do victims fail to file a grievance on their harasser? Choose all the correct answers.

- fear of losing their job
- embarrassment
- grievances will not help the victim
- fear of retaliation