

An Employee's Guide to Understanding and Preventing Abusive Conduct, Sexual and Unlawful Harassment, Discrimination and Retaliation



As headlines continue to demonstrate, the challenges associated with preventing workplace harassment are far from over. Now more than ever, responsible organizations are investing in harassment prevention strategies to not only ensure policy and legal compliance, but to enhance organizational culture from the top down. Meanwhile, federal and state regulators strongly encourage the inclusion of risk avoidance and employee development strategies – such as civility awareness and bystander intervention – as compelling ingredients in harassment prevention training.

Integrating these priorities, the Littler Learning Group's 2019 harassment prevention program uses a unique and authentic format, combining original video vignettes with interactive learning and attorney-led facilitation. Participants will grapple with the subject matter through true-to-life examples that provide the opportunity for them to assess, react and respond to potential harassment in a real way. With a specialized focus on policies and culture, the organization's commitment, values, and expectations take center stage.

Course Objectives

- Provide employees with the skills to identify and prevent discrimination, harassment, retaliation, and abusive conduct
- Practice strategies to prevent workplace harassment, including bystander intervention
- Review proper complaint procedures and organizational responsibilities to respond to and investigate good faith complaints
- Ensure compliance with mandatory training requirements under state law*

Topics Covered

- The impact of the current climate on workplace harassment prevention efforts
- Protected categories under both federal and applicable state laws
- Practical examples of discrimination, harassment, retaliation, and abusive conduct
- Definitions of sexual harassment under both federal and state law
- Understanding personal and organizational risks associated with offensive and/or unlawful conduct

Employee Skill Builders

- Analyzing workplace conduct that depict conduct ranging from uncivil to potentially unlawful
- Using practical response strategies based on civility awareness and bystander intervention
- Hitting the Right Note: Learning what to do/say/report if experiencing or observing potential harassment policy violation

*Programs available to meet training requirements in California, Connecticut, Delaware, Maine, and New York.



Length of course

1 hour



Recommended for

Non-supervisory Employees