

A Supervisor's Guide to Understanding, Preventing and Correcting 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, bystander intervention, and situational risk assessment – 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
- Inform supervisors of their role in protecting their employees, themselves and the organization from liability
- Practice strategies to prevent workplace harassment, including situational awareness and effective investigations
- 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
- How to manage personal and organizational risks associated with offensive and/or unlawful conduct
- Emphasis on proactive and realistic prevention strategies

Manager Skill Builders

- Analyzing workplace conduct and assessing risk that depict conduct ranging from uncivil to potentially unlawful
- Using practical strategies based on civility awareness, situational assessment, and bystander intervention
- Learning what a manager should do/say/report if hearing about or observing potential harassment policy violations
- Encouraging – and maintaining – a speak up culture

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



Length of course

2 hours



Recommended for

Supervisory Employees