

Maintaining a Respectful Workplace: Harassment Prevention Training



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. In this course, participants will explore the subject matter through true-to-life examples that provide the opportunity for them to assess and plan their response to potential harassment. With a specialized focus on policies and culture, the organization’s commitment, values, and expectations take center stage. *Our programs are designed to meet mandatory training requirements under state law.**

Employee Course

Course Objectives

- Provide 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 complaints

Skill Builders

- Assessing workplace conduct via video vignettes
- Using practical response strategies based on civility awareness and bystander intervention
- Understanding what to do/say/report if experiencing or observing potential policy violations

Supervisor Course

Course Objectives

All objectives of the employee course, as well as:

- Practice additional strategies to prevent workplace harassment, including situational awareness and effective investigations
- Inform supervisors of their role in ensuring compliance with workplace policies, and protecting the organization from liability

Skill Builders

All skill builders of the employee course, as well as:

- Using situational awareness to analyze areas of risk.
- Identifying steps to take when they become aware of potential policy violations
- Encouraging – and maintaining – a speak- up culture

Topics Covered

- Equity in Decision-Making: Avoiding Employment Discrimination
- Creating a Respect-Based Workplace: Avoiding Sexual Harassment and Other Kinds of Workplace Harassment
- Retaliation
- Remedies and Liability
- Strategies to Prevent and Correct Workplace Harassment



Length of course*

1-2 Hours

**Specific programs are available to meet state training requirements, including in California, Connecticut, Delaware, Illinois, Maine, New York, and Washington.*



Recommended for

Supervisors and managers

Non-supervisory employees
(Separate and combined courses available)