

Preventing Harassment and Discrimination in the Workplace

Ensuring a Safe and Productive Environment for Everyone

Anyone who holds a management or supervisory position has added legal responsibilities to stop harassment and discrimination from occurring in the workplace. And, should it occur, managers and supervisors must be able to address these situations in a manner that can stand up to legal scrutiny.

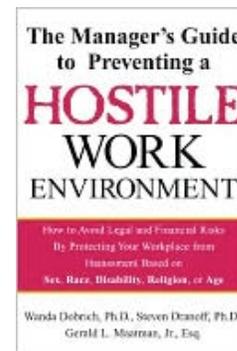
In this hands-on course, you will learn current laws and legal trends, proven ways to recognize workplace discrimination, prevention steps, effective organizational policies and procedures, and sound investigation processes. By applying this knowledge, you will be able to effectively handle inappropriate behaviors as they arise in the workplace and establish a respectful, positive, and safe work environment.

Note: Federal law and many state laws strongly encourage corporate education and training on harassment and discrimination for all employees; management and individual contributors.

Who Should Attend: Supervisors, managers and human resource professionals

Course Length: 1 day

Student Materials: *Preventing Harassment and Discrimination in the Workplace Participant Guide*, 300 pages



Benefits

- Fully understand the current legal basis for and definitions of harassment and discrimination
- Apply a systematic method to determine whether inappropriate behavior meets legal definitions
- Evaluate real-life situations to identify harassing and discriminatory behaviors
- Have opportunities to practice responding to life-like simulations of harassing and/or discriminatory behavior
- Take actions to resolve complaints in an appropriate, timely and confidential manner
- Create or modify policies and procedures that meet or exceed legal requirements
- Go beyond satisfying basic legal requirements by outlining management responsibilities for creating a respectful work environment



Peak Performance Group, Inc.

Preventing Harassment/Discrimination for Managers and HR Professionals (cont'd)

What You Will Learn

- Recognize harassing and discriminatory behaviors and situations in the workplace
- Use effective and appropriate responses to stop inappropriate workplace behavior
- Define an organization's legal responsibilities when addressing complaints of harassment or discrimination
- Identify staff roles and responsibilities for preventing and responding to inappropriate workplace behavior
- Apply organization policies and procedures to address complaints
- Follow a defined series of steps in the complaint resolution process to fully resolve a complaint that complies with legal standards
- Conduct an investigation to resolve a harassment complaint