

Preventing Harassment and Discrimination in the Workplace

Helpful Insights For All Employees

It's the law! Did you know that anyone who holds a job has legal obligations when it comes to workplace harassment and discrimination.

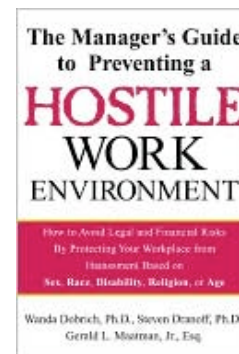
In this hands-on course, you will learn current laws and legal trends, proven ways to recognize workplace harassment and discrimination, your responsibilities for preventing it from occurring and, should it occur, how to report it. By applying this knowledge, you will be able to effectively identify harassing and/or discriminatory behaviors and respond in an appropriate and legal way.

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: Employees and independent contractors without management or supervisory responsibilities

Course Length: 1 day (2 day extended program is available.)

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



Benefits

- Fully understand the current legal basis for and definitions of harassment and discrimination
- Evaluate real-life situations to identify harassing and discriminatory behaviors
- Practice responding to life-like simulations of harassing and/or discriminating behavior
- Actions to take to address inappropriate workplace behavior
- Identify your responsibilities for creating a respectful workplace

Preventing Harassment/Discrimination in the Workplace (cont'd)

What You Will Learn

- Recognize harassing and discriminatory behaviors and situations in the workplace
- Use effective and appropriate responses when dealing with inappropriate workplace behavior
- Understand your role and responsibilities for preventing and responding to inappropriate workplace behavior
- Follow a defined series of steps, as part of the complaint resolution process, to report inappropriate workplace behavior