

Exclusive Features

The **only** eLearning course written by a subject matter expert

- with over 33 years of live harassment and discrimination training experience, and
- appointed to California's Blue Ribbon Advisory Commission that reviewed and drafted the state's harassment training regulations

Features

- Over 20 full-motion video dramatizations illustrating key lessons
- Episodic scenarios that engage participants through realistic character development
- Customizable course content through customer-selected modules
- FAQs that clarify employer's policy
- Legally defensible in all 50 states*

* Modules added for mandated training

Benefits

- Employee resolution skills that prevent hostile work environments
- Effectively engages and educates reluctant participants
- Course emulates live training skill-building activities

Supervisor Core Course (1 hour, 15 minutes)

what participants will learn:

- Law's impact on harassment policy
- Clarification of employer's harassment/discrimination policy
- Types of prohibited work environment behavior
- Practical methods to recognize subtle sexual harassment
- How to recognize and prevent retaliation
- Techniques for personally stopping
- How the employer can help stop prohibited behavior
- How to effectively intervene and stop prohibited behavior when no complaint has been made
- How to recognize a harassment complaint when no buzzwords are used
- An effective four-step interview process

Course Modules

Introduction

- Identifies course content
- Introduces the concept of subtle sexual harassment

Supervisor Knowledge Check

- Tests supervisors' existing knowledge of harassment and their employer's harassment policy and complaint process

Law's Impact on Employer's Harassment Policy

- Explains how federal, state and local harassment and discrimination laws—and the court decisions which interpret those laws—are used to write and update an employer's harassment policy
- Clarifies why it is the employer's harassment policy, *not* employees' personal comfort, that determines which behaviors are prohibited in the workplace
- Defines relevant legal and non-legal terminology

Employer's Policy

- Displays a PDF of the employer's harassment policy and contact information
- Provides employee- and supervisor-focused FAQs (with employer-supplied responses) that help clarify the employer's harassment policy and complaint process
- Provides supervisors an email link for asking questions and seeking assistance
- Features an "I agree" button, a mandatory selection that verifies all participants have read and comprehended their employer's harassment policy

Subtle to Hostile Work Environment Sexual Harassment

- Identifies an objective, three-step process for recognizing subtle sexual harassment when the recipient has not specifically stated that the behavior is unwelcome
- Explains how it is the impact, *not* intentions of behavior, that helps determine if the behavior is welcome
- Dramatizes how subtle sexual harassment escalates and creates a hostile work environment

Protected Characteristics Harassment

- Identifies and dramatizes types of protected characteristics harassment (e.g. weight, age, religion and national origin)

How to Recognize and Prevent Retaliation

- Defines blatant and subtle retaliation
- Dramatizes subtle coworker-to-coworker retaliation

How to Stop Prohibited Behavior

- Identifies and demonstrates three methods for stopping unwelcome behavior
- Explains how the employer can help employees receiving prohibited behavior

Intervention: Eight-Step Process

- Identifies an eight-step intervention process
- Dramatizes a supervisor utilizing the intervention process
- Provides participants practice in applying the eight-step process with a harasser who is defensive

Receiving a Complaint: Four-Step Interview Process

- Explains what is considered to be a complaint
- Presents a four-step interview process
- Gives supervisors practice in applying the four-step interview process to respond appropriately to a complainant's concerns and "what if?" questions

Supervisor Course Knowledge Check

- Assesses what supervisors have learned through participating in the course
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