

# Workplace Harassment

Leadership

Management and Supervision

Human Resource Management

Professional Development

Productivity and Profitability

Safety Skills

Webcasts

Information and Registration

## This program is designed for *All Employees*

**Class #:** 233

**Location:** *Onsite only*

**Date:** *Call (206) 329-1120 to schedule*

**Time:** *1 hour*


**Cost:** *\$450 per session. When more than one session is held in one day, the fee is \$400 per session.*

**Equipment:** *DVD player and monitor may be required.*

**Facilitator:** *Washington Employers Professional Staff*

**CPE Credits:** 1

**Program Level:** *Basic*

 *You may submit this class for PHR/SPHR/GPHR recertification credits.*

*48 hour cancellation notice required*

In 1998, the U.S. Supreme Court gave employers a powerful **affirmative defense** against claims of harassment and discrimination in the workplace. However, if your employees and supervisors are not regularly trained in unlawful harassment prevention, including sexual harassment prevention, this critically important legal defense may be useless to your organization. **Simply, having an anti-harassment policy or sexual harassment policy is not enough.** The company is at risk if managers and employees are not trained to be sensitive to comments, gestures, behaviors or mannerisms, which can be construed as harassment or creating a hostile work environment.

Workplace harassment is not only unlawful; it is harmful to the success of any organization. The aim of this workshop is to encourage mutual understanding, sensitivity and respect among employees while limiting the potential for expensive charges of discrimination or harassment. Ultimately, it is to create an environment which allows employees to perform at their best.

### **Topics that will be covered include:**

- Explanation of state and federal law and employer liability
- Understanding the right to work in an environment free from harassment
- Description of behaviors which constitute unlawful harassment
- Explanation of company procedures for reporting harassment and the responsibility for doing so
- Appropriate responses to offensive behavior

### **After completing this course, participants will be able to:**

- Identify the two types of harassment and explain the difference between the two
- Differentiate between unlawful harassment and behavior which is merely unpleasant
- Identify common forms of harassment
- Explain what to do if they become a target or a witness to unlawful harassment
- Explain the best course of action if they are notified that their behavior caused offense

This class is also available **ONLINE**. Please call (206) 329-1120 or visit [www.wa-emp.com](http://www.wa-emp.com) for more information.

# Workplace Harassment for Managers and Supervisors

In addition to the content covered in the Workplace Harassment course, this expanded version is specifically designed for those in leadership roles. It offers clear guidance on how to recognize and prevent harassment, and explains a supervisor's responsibilities in responding promptly and appropriately.

These courses can be held separately, or both employees and managers can attend the same session with the final ½ hour of the course directed specifically towards supervisors and managers.

## **Topics that will be covered include:**

- Supervisory strategies for handling a workplace harassment complaint
- Explanation of supervisors' "individual" liability and their duty to prevent harassment
- Understanding which situations require an investigation
- Guidelines on promoting a respectful workplace

## **After completing this course, participants will be able to:**

- Explain the first action steps after receiving a complaint of harassment
- List possible course of actions if workplace harassment is suspected
- List examples of supervisory behavior which help promote a safe and harmonious workplace environment
- Explain primary role of supervisor during a harassment investigation

This class is also available **ONLINE**. Please call (206) 329-1120 or visit [www.wa-emp.com](http://www.wa-emp.com) for more information.

## **This program is designed for *Supervisors and Managers***

**Class #:** 233

**Location:** *Onsite only*

**Date:** *Call (206) 329-1120 to schedule*

**Time:** *1.5 hours*


**Cost:** *\$450 per session. When more than one session is held in one day, the fee is \$400 per session.*

**Equipment:** *DVD player and monitor may be required.*

**Facilitator:** *Washington Employers Professional Staff*

**CPE Credits:** *1.5*

**Program Level:** *Basic*

 *You may submit this class for PHR/SPHR/GPHR recertification credits.*

*48 hour cancellation notice required*