

Prevent Sexual Harassment in the Workplace for Managers Live Virtual Instructor-Led Training

| HALF DAY AGENDA | |
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| PART ONE | INTRODUCTION |
| | <ul style="list-style-type: none"> ○ Why is it important to learn about Harassment in the Workplace? ○ Understanding Harassment in the Workplace |
| PART TWO | SEXUAL HARASSMENT IN THE WORKPLACE |
| | <p>Harassment and the Law – Liability and Responsibility</p> <ol style="list-style-type: none"> 1. Employer 2. Supervisors/Managers 3. Employees 4. Unions (if applicable) |
| | <ul style="list-style-type: none"> ○ The Workplace – Where is it? |
| PART THREE | DEFINITION OF SEXUAL HARASSMENT |
| | <ul style="list-style-type: none"> ○ What is Not Sexual Harassment ○ Welcome vs. Unwelcome Behaviour ○ Clear vs. Unclear Behaviour |
| PART FOUR | TYPES OF SEXUAL HARASSMENT |
| | <ul style="list-style-type: none"> ○ Quid Pro Quo ○ Poisoned Work Environment ○ Gender/Pregnancy ○ Behaviour based on Sexual Stereotypes ○ Men as Victims of Harassment ○ Poisoned/Hostile Work Environment ○ Examples of Harassment ○ What is not Sexual Harassment |
| PART FIVE | WHERE DO YOU DRAW THE LINE |
| | <ul style="list-style-type: none"> ○ Point of View ○ Intent ○ Context ○ Bystander Intervention ○ #MeToo Movement |

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| PART SIX | UNDERSTANDING THE CONSEQUENCES |
| | <ul style="list-style-type: none"> ○ How Harassment may affect Victims ○ Legal Liability |
| PART SEVEN | PROMOTING A RESPECTFUL AND CIVIL WORKPLACE |
| | <ul style="list-style-type: none"> ○ Respect – What is it? ○ Disrespect – What is it? ○ Video – Respect & Civility ○ Why is it important? ○ How can I set an example? ○ Building and Maintaining a Harassment-free Workplace for Managers |
| PART EIGHT | PERSONAL CONDUCT TECHNIQUES |
| | <ul style="list-style-type: none"> ○ Personal Awareness ○ Stages of Change ○ Self-Checks |
| PART NINE | COMMUNICATION AND COACHING FOR LEADERS |
| | <ul style="list-style-type: none"> ○ Communication and Coaching Principles ○ Communication Style Differences ○ Leadership, Communication, and Coaching Techniques |
| PART TEN | COMPANY POLICY |
| | <ul style="list-style-type: none"> ○ Review of applicable Company Policies |
| PART ELEVEN | TRAINING SESSION WRAP-UP |
| | <ul style="list-style-type: none"> ○ Final Discussion – Q&A |
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