

## Prevent Harassment, Bullying and Violence for Employees Live Virtual Instructor-Led Training

Half-Day Agenda	
<b>PART ONE</b>	<b>RESPECT &amp; CIVILITY</b>
	<ul style="list-style-type: none"> <li>○ What is it?</li> <li>○ Video – HR Proactive’s Respect &amp; Civility</li> <li>○ Why is it important?</li> <li>○ How can I set an example?</li> </ul>
<b>PART TWO</b>	<b>HARASSMENT IN THE WORKPLACE</b>
	<ul style="list-style-type: none"> <li>○ Harassment and the Law               <ul style="list-style-type: none"> <li>– Liability and Responsibility                   <ol style="list-style-type: none"> <li>1. Employer</li> <li>2. Supervisors/Managers</li> <li>3. Employees</li> <li>4. Unions (if applicable)</li> </ol> </li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>○ The Workplace – Where is it?</li> </ul>
	<ul style="list-style-type: none"> <li>○ Types of Harassment and Bullying               <ol style="list-style-type: none"> <li>1. Psychological Harassment</li> <li>2. Personal Harassment</li> <li>3. Sexual Harassment</li> <li>4. What’s Not Harassment or Bullying?</li> <li>5. Strategies to Manage Personal Behaviour</li> </ol> </li> <li>○ Reasonable Person Test and Subjective Person Test</li> <li>○ Impact of Harassment               <ol style="list-style-type: none"> <li>1. Effect Not Intent</li> <li>2. Psychological Impact</li> <li>3. Poisoned or Hostile Work Environment</li> </ol> </li> </ul>
	<ul style="list-style-type: none"> <li>○ What to do if you are Harassed, Bullied or Target of Violence               <ul style="list-style-type: none"> <li>– Steps to Take</li> <li>– Bystander Intervention</li> <li>– Reprisal</li> <li>– Tips and Warning Signs</li> </ul> </li> </ul>

<b>PART THREE</b>	<b>DISCRIMINATION</b>
	<ul style="list-style-type: none"> <li>○ Examples of Discrimination</li> <li>○ Self-Awareness <ul style="list-style-type: none"> <li>– Unconscious bias <ol style="list-style-type: none"> <li>1. Vigilance and Awareness (bias free language; conscious communication)</li> <li>2. Exposure and Experience (learning/teaching tolerance)</li> <li>3. Conversation and Feedback (resistance and change)</li> </ol> </li> </ul> </li> <li>○ Fair vs. Same Treatment</li> </ul>
<b>PART FOUR</b>	<b>VIOLENCE IN THE WORKPLACE</b>
	<ul style="list-style-type: none"> <li>○ The Connection Between Harassment, Bullying and Violence</li> <li>○ Examples of Behaviours that Constitute Violence</li> <li>○ Domestic Violence and Effects on the Workplace</li> </ul>
<b>PART FIVE</b>	<b>BUILDING AND MAINTAINING A RESPECTFUL WORKPLACE</b>
	<ul style="list-style-type: none"> <li>○ Ways to Prevent Harassment and Bullying <ul style="list-style-type: none"> <li>– Tips and Warning Signs</li> </ul> </li> <li>○ Ways to Promote a Civil and Respectful Workplace <ul style="list-style-type: none"> <li>– Your Responsibilities</li> </ul> </li> <li>○ Importance of Harassment-free Workplace</li> </ul>
<b>PART SIX</b>	<b>TRAINING SESSION WRAP-UP</b>