



## Workplace Harassment

The School of Leadership

In 2003, the United States Merit Protection Board estimated that harassment cost the U.S. government approximately \$164,000,000 (that's 164 million dollars!) a year. No wonder companies are working to be more proactive in preventing harassment.

But how do you prevent harassment from occurring? What sorts of policies should be in place? What should managers do to protect their employees? And if a complaint is filed, what will we do? All of these questions (and more!) will be answered in this two-day workshop.

### How You Will Benefit

- Understand what behavior is and is not appropriate in the workplace, and why
- Help your company create and implement a harassment policy
- Protect yourself and your staff against harassment incidents and complaints
- Understand when mediation is and is not appropriate
- Understand the four-stage complaint resolution process
- Help identify solutions to a harassment complaint

### What You Will Cover

- Reasonable man/woman guidelines
- Benefits of harassment training
- Types of harassment
- Preventing harassment
- Protecting yourself from harassment
- Confronting a harasser
- The effective NO
- The four-stage complaint process
- Mediation
- False complaints
- Keeping the workplace running

### What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

Two day workshop

