ASM Educational Center (ASM) *Est. 1992*

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Human Resources

Workplace Harassment Course Outline:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: The Background

- The Law
- Identifying Harassment
- Anti-Harassment Policies

Module Three: Developing an Anti-Harassment Policy

- An Anti-Harassment Policy: What Should Be Covered
- How Model Policies Work
- Steps to a Healthy Work Place
- Educating Employees

Module Four: Policies in the Workplace

- Anti-Harassment Policy Statements
- Employee's Rights and Responsibilities
- Employer's Rights and Responsibilities

Module Five: Proper Procedures in the Workplace

- If You are Being Harassed
- If You are Accused of Harassing
- The Investigation
- Remedies

Module Six: False Allegations

- How to Address the Situation
- Confidentiality
- Monitoring the Situation
- Retaliation
- Appeals

Module Seven: Other Options

- Union Grievance Procedures
- Mediation: Getting Help from Outside Organization

Module Eight: Sexual Harassment

- Defining Sexual Harassment
- Elements of Harassment
- Common Scenarios

Module Nine: Mediation

- What is Mediation
- Deciding if it is Right
- How to Implement

Module Ten: Conflict Resolution

- How to Resolve the Situation
- Seeing Both Sides
- Deciding the Consequence

Module Eleven: The Aftermath

- How to Move On
- Monitoring the Situation
- Learning from Mistakes

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Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations