

Sexual Harassment & Bullying in the Workplace

How to create a positive corporate culture



***Sexual Harassment & Bullying* are Growing Concerns**

Like many professionals today, you probably have questions and concerns about sexual harassment and bullying in the workplace. What exactly qualifies as sexual harassment? What constitutes bullying? Where does seemingly harmless flirting or teasing bantering end, and harassment begin? How prevalent is harassment in today's workplace? What are the legal rights of individuals and of organizations regarding harassment? How have recent changes in legislation affected corporate policies?

***Sexual Harassment & Bullying in the Workplace* — Powerful Training Developed by the Experts at Fred Pryor Seminars**

Whether or not your organization has had reports of sexual harassment and bullying incidents, you and your supervisors must be prepared to take the appropriate steps to prevent harassment issues from affecting the workplace and avoiding costly lawsuits.

When you attend this compelling, information-rich training event, you will receive answers, guidance, suggestions and up-to-the-minute information about sexual harassment and bullying, along with prevention strategies. Learn about updates related to anti-harassment, get answers to questions, address your concerns and make sure you and your employees have the knowledge you need to prevent harassment and bullying in the workplace.

Here's just some of what we'll cover:

- What is harassment? What is bullying? Discover the truth about “innocent” flirting, banter and teasing
- Communication skills that will help every employee bridge the gender gap and reduce misunderstandings
- How to comply with the very latest legal rulings at the federal, state and local levels
- How to establish grievance procedures that will protect the rights of your employees and your organization
- Your rights and responsibilities as an employer
- How to handle initial complaints and investigations with diplomacy, tact and understanding

This is critical information that could save your organization from a costly lawsuit down the road.

Sexual Harassment, or “Just Being Friendly”?

Many managers and supervisors struggle with identifying sexual harassment within their organizations because there is so much confusion regarding flirting, teasing and bantering. The truth is, what may be flattering or complimentary to one person may be offensive, objectionable, even frightening to another. Someone may regard flirting or mild horseplay as innocent fun and may not view it as objectionable at the time of the behavior, but someone else may see it as aggressive, insulting and demeaning. Down the road, it may even be considered as part of a pattern of hostility.

What you learn in this seminar will help you create guidelines for acceptable behavior, communicate those guidelines clearly and develop policies for dealing with infractions.

The Organization's Role and Responsibility in Preventing Harassment of All Types

Workers who are victims of bullying or harassment of all types should know they can promptly report incidents to management and appropriate action will be taken.

- Determine how to create a policy against general bullying to prevent such behaviors
- What can employers do to foster an anti-harassment/anti-bullying culture?
- What employers can do to empower co-workers to intervene when they witness bullying or harassing behavior
- Steps to reduce incivility and promote respect among employees from different backgrounds, cultures and even different job levels

Prevention Begins with Awareness

Preventing **sexual harassment** and **bullying** begins with clearing up the confusion. In ***Sexual Harassment & Bullying in the Workplace***, you will:

- Gain an understanding of the myriad of “gray areas” surrounding harassment and bullying.
- Discover how to deal swiftly and fairly with complaints.
- Learn to communicate clearly to your people what is acceptable and what is unacceptable behavior.
- Find out how to react to a borderline situation, and what measures to take when a situation becomes serious.
- Become familiar with the legal definitions, policies, decisions and court rulings that are shaping the way today’s organizations must respond to sexual harassment claims.

Learn How to Protect Your Employees and Your Organization

Sexual harassment and hostile workplace lawsuits are time-consuming, debilitating, morale-eroding and — above all — costly. It is imperative that you take complaints seriously and work with everyone involved to reach resolutions quickly and effectively.

What you learn in just one day of focused, intensive training will help you meet harassment and bullying head-on. You’ll be fully equipped to create and sustain a positive, professional, harassment-free work environment in which an employee can file a complaint or grievance without fear of repercussions or penalties.

Your organization will be less likely to incur costly grievances and lawsuits, and your employees will be secure in the knowledge that they work in a safe, respectful environment.

Don’t miss out on essential training for you and your staff.

Sexual Harassment &

Course Content

Increase Awareness

- Take a look at existing laws, pending laws and landmark cases, to gain an overview of where sexual harassment and bullying litigation stands today
- Discover exactly which behaviors, comments and actions can lead to grievances or lawsuits
- Communication skills that reduce innocent misunderstandings and help bridge the gender gap
- Gender perceptions: developing empathy for the other point of view
- How managers and supervisors can motivate their employees to comply with the law
- The difference between quid pro quo and hostile-environment sexual harassment
- What factors determine whether an environment is “hostile?”
- Mentoring relationships between opposite sexes: Are they just asking for trouble
- Same-sex sexual harassment incidents are just as serious as opposite-sex infractions

Prevent Infractions

- First steps to take if sexual harassment or bullying is observed or reported
- Criteria to help you determine whether a specific behavior or action is out of line
- When does flirting, bantering or teasing cross the line and become harassment?
- What are the rights and responsibilities of the person being harassed?
- How to respond if a warning or reprimand has been given, but the harassment continues
- How to develop a written anti-harassment policy for your organization
- Effective grievance procedures — what every employer should know about creating them
- “Touchy-feely” employees — how to tactfully suggest they keep their hands to themselves
- Sexist remarks and inappropriate language — where you as an employer need to draw the line
- “Macho” employees, cultural misunderstandings and sexual discrimination — guidelines for handling these issues appropriately

Bullying in the Workplace

Take Action

- On-the-spot strategies for handling harassment and bullying complaints swiftly and successfully
- How to effectively intercede when you see harassment taking place
- The importance of adequate investigations and how they must be conducted
- The role of perception in harassment (why it's critical to understand how and why perceptions differ)
- What your organization must do as soon as you've identified a problem to establish reasonable care and prevent accusations of a hostile environment
- No-nonsense disciplinary measures for harassers
- Liability protection: a discussion of the actions you must take to guard your organization against costly litigation

Legal Issues

- Ensure that your organization is in compliance with EEOC, federal, state and local laws regarding sexual harassment
- How to reduce financial liability for individuals and organizations
- Can just one incident constitute sexual harassment or bullying?
- As an employer, what are you liable for regarding harassment in your workplace?
- Are there time limits for filing sexual harassment charges?
- Under what circumstances could you expect to be investigated by the EEOC?
- How to proceed when your company is too small to support an HR department — who investigates harassment claims, takes appropriate action and confronts the harasser?
- What are some of the training methods that can be used to ensure your employees understand anti-harassment?

A free workbook for every participant

Your tuition includes a detailed course workbook that highlights pertinent information, freeing you to listen and learn more. The workbook offers specific techniques, skills and ideas you'll use in identifying and preventing sexual harassment & bullying in the workplace. After the seminar, reference it time and time again, to recall key points, validate opinions and address specific problems.

Surprising Facts about **Sexual Harassment & Bullying** ...

- Men and women are both capable of harassment and bullying, and the victim will not necessarily be the opposite sex of the harasser.
- The harasser may be the victim's supervisor, a supervisor in another area, a co-worker or a non-employee.
- The victim may not be the person who is directly harassed, but may be anyone who is affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- If one employee harasses another, it is the organization that pays the damages, not the harasser.
- The U.S. Supreme Court has ruled that even if an employer is unaware of harassment taking place, the employer remains liable.
- According to a survey conducted by the Society for Human Resource Management, most sexual harassment complaints involve inappropriate behavior by co-workers, rather than managers and supervisors.

Prevent harassment, bullying, discrimination and retaliation within your organization

Don't miss this one-day seminar packed with need-to-know information on the new state laws, legal definitions, behavioral guidelines and much more!

Who should attend:

- **Human resources professionals** — make sure you're up to speed on the latest legal information and have the correct policies and procedures in place
- **Managers and supervisors** — offer your employees the guidance and support they need to conduct themselves professionally at all times
- **Professionals in a position of authority at smaller organizations** — even without a full human resources department, you can ensure your organization has the correct liability protection measures in place

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