



## Preventing Sexual Harassment in the Workplace

**1 Session –**  
1-2 Hours of Interactive Training

Sexual harassment hurts productivity, damages morale and costs employers millions of dollars a year! If an employer is aware of an instance of sexual harassment in the workplace, that employer becomes liable for the consequences. The Preventing Sexual Harassment in the Workplace course from LearnKey educates management and staff with interactive scenarios and assessments. Real world examples will demonstrate the law and examine your role, rights and responsibilities in dealing with sexual harassment and how to deal with and resolve problems. You will learn how to develop and enforce a clear company policy that is in compliance with the Civil Rights Act of 1964.

### Benefits

- Avoid costly litigations and loss in valuable employee productivity.
- Learn strategies for creating an effective company policy for a more respectful, healthier work environment.
- Prevent incidents of sexual harassment with knowledgeable, trained personnel.

### About The Authors

**Suzanne Michael** and **D. Michael Reilly** are both attorneys for the firm Lane Powell Spears Lubersky. Suzanne is a frequent speaker to legal education programs for lawyers and employers and has litigated many significant employment law issues on behalf of her clients. She is also an instructor for the National Institute of Trial Advocacy. D. Michael Reilly is partner and co-chair of the Labor and Employment Department. He is the author of *Handling Employment Liability Claims in Washington* (2d. Ed. 2001). His remarks on employment issues have been quoted in Newsweek, CFO.com and in professional journals and management publications.

### Session 1

#### Section A: Introduction

- Welcome
- Mandatory Training Requirements
- Using This Program
- Learning Objectives
- Self-Assessment

#### Section B: Knowing the Law

- Quick Facts
- Civil Rights Act of 1964 (Title VII)
- Mistakes to Avoid
- Meet the Characters
- EEOC
- Quid Pro Quo Harassment
- Hostile Work Environment
- Interactive Review

#### Section C: Knowing Your Rights and Responsibilities

- The Problem of Sexual Harassment
- Interactive Review
- The Supervisor's Role
- Employee Rights
- Employer Responsibilities
- Three Hostile Cases
- E-Mail Use and Abuse
- Employer Assessment

#### Section D: Developing and Enforcing Policy

- Sexual Harassment Policy
- Policy Components
- When to Take Action
- Staying Alert for Harassment
- Employer Assessment

#### Section E: Responding to Harassment

- Preliminary Steps
- Investigative Procedures
- Fair Treatment
- Resolving the Problem
- Outcome
- Interactive Review

#### Section F: Expert Tactics

- Communication
- Eye of the Beholder
- Defining Harassment
- Walking the Talk 24/7
- Responding to Harassment
- The Bottom Line

#### Section G: A Healthy and Productive Workplace

- Suggestions for Success
- Long-term Costs of Harassment
- Tips for Keeping it Positive
- Final Assessment