

# OUTLINE

## Workplace Harassment

### Lesson 1

#### *Getting Started*

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

### Lesson 2

#### *The Background*

- The Law
- Identifying Harassment
- Anti-Harassment Policies

### Lesson 3

#### *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

## Lesson 4

### *Policies in the Workplace*

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

## Lesson 5

### *Proper Procedures in the Workplace*

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

## Lesson 6

### *False Allegations*

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

## Lesson 7

### *Other Options*

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

## Lesson 8

### *Sexual Harassment*

- Defining Sexual Harassment
- Elements of Harassment
- Common Scenarios

## Lesson 9

### Mediation

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

## Lesson 10

### Conflict Resolution

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

## Lesson 11

### The Aftermath

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

## Lesson 12

### Wrapping Up

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

This course can be fully customised for your business team.  
Please contact us for more details and our team will happy to assist.

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