



Workplace Harassment

Welcome to the Workplace Harassment Training.

Workplace harassment is an issue that can have consequences for both your company and the employees who experience it firsthand. It's important not to underestimate the impact of workplace harassment as it can create a work environment and lead to a drop in productivity.

Our training session can be customized according to your workplace needs. We can incorporate your suggested procedures, policies and requirements as provide effective skills and techniques for dealing with workplace harassment. We are flexible in combining modules and content to create a tailored approach, for this subject. Feel free to contact our team for information or refer to the outline below for one of our Workplace Harassment Training sessions.

Course Overview

The workshop will begin with introductions and an overview of what participants can expect throughout the day. There will also be an opportunity for participants to identify their learning objectives.

This workshop aims to assist participants, in teaching and addressing behavior specifically focusing on the following aspects;

- Clarifying conduct in the workplace and explaining why certain behaviors are deemed inappropriate.
- Applying the advantages of harassment training to create a work environment.
- Defining forms of harassment including harassment.
- Collaborating on developing a harassment policy.
- Highlighting strategies to prevent harassment and understanding each individual's role in promoting a workplace.
- Demonstrating methods for individuals to safeguard themselves against instances of harassment.
- Educating participants on how to respond if they experience or are accused of harassment.
- Enhancing understanding of the complaint process from filing a complaint to receiving a response engaging in mediation or investigation and reaching a resolution.
- Identifying situations for mediation. Comprehending how mediation functions in those circumstances.
- Describing resolutions for handling incidents related to harassment
- Equipping participants with knowledge on managing complaints
- Assisting workplaces in returning to normalcy following an incident involving harassment.

Defining Harassment

During this session, participants will gain insights into perspectives, literary interpretations and socially accepted definitions of harassment.

Defining Sexual Harassment

This session participants will explore harassment through lectures and small group activities covering elements such, as defining sexual misconduct understanding the components that constitute such behavior and examining common scenarios that may be classified as instances of sexual harassment.

The Importance of Training

In this session participants will delve into the significance of training to address and prevent harassment within an organization.

Developing a Harassment Policy

During this session, participants will cover the aspects of creating, implementing and monitoring policies. Additionally, they we'll touch upon training points.

Alternative Strategies for Prevention

Participants will explore approaches to prevent harassment in group settings.

Addressing Issues Promptly

In this session we will employ both lectures and role play to discuss how managers can effectively fulfill this responsibility.

Safeguarding Yourself

There are measures you can take to minimize the risk of being harassed or perceived as a harasser. We will outline six steps during our discussion.

Dealing with Personal Incidents

During this session participants will cover actions you can take if someone is harassing you. This includes techniques for asserting yourself and saying no. Additionally, they will have an opportunity to practice these techniques through role plays.

Supporting Others Facing Harassment

Managers may find themselves in situations where they suspect or know that harassment is occurring. No formal complaint has been filed. We'll address strategies for handling situations Let's talk about what to do in this situation.

Someone has lodged a complaint against me!

If you find yourself in a situation where someone has filed a complaint against you there's no need to panic. We will go over steps that can be taken to handle the situation appropriately. All of these steps will be thoroughly discussed during this session.

Addressing a Complaint

It's quite common for employers to receive harassment complaints at some point no matter how proactive they are. We will delve into the four components of handling a complaint appropriately.

Dealing with False Complaints

When dealing with a suspected harassment complaint it is essential to exercise caution. This session will cover some actions that can be taken in situations.

Mediation

We'll discuss what mediation entails, when it is appropriate or inappropriate and how the process might unfold. Additionally, participants will have an opportunity, for role playing exercises related to mediation.

Investigating a Complaint

In this session we will delve into the fundamentals of conducting an investigation. We'll cover topics such, as determining when to investigate a complaint. When it might not be necessary who should be involved in the process what the investigation entails and how findings can be communicated.

Making the Decision

During this session we'll explore who should ultimately make the decision regarding a complaint. We'll also discuss when it's appropriate to involve counsel.

Finding Solutions

When faced with a harassment complaint there are three avenues for resolution; addressing the concerns of the complainant providing solutions for the respondent and implementing measures for the organization as a whole. In this session we'll examine approaches for each scenario.

Moving Forward

In this session we'll discuss how managers and the organization can support employees during this transition period.

Applying Skills

In this session participants will engage in role playing exercises that simulate four stages of the harassment process; consultation, with an advisor filing a formal complaint conducting an investigation and making informed decisions. Detailed case files will be provided as part of the course materials.

Wrap Up Session

At the conclusion of this course participants will have an opportunity to ask questions and develop an action plan tailored to their needs.

Visit <https://paramounttraining.com.au> for more information or call 1300 810 725

