

WORKPLACE HARASSMENT

TRAINING MANUAL



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Module One:
Getting Started

*I have a dream that my four little children
will one day live in a nation where they will
not be judged by the color of their skin but by
the content of their character.*

— DR. MARTIN LUTHER KING JR.



Module One: Getting Started

Welcome to the Workplace Harassment workshop. Workplace Harassment can be based on a variety of factors that differ from one person to another, such as race, sex and disability.

This course will give you the tools necessary to recognize harassment in the workplace as well understand your rights and responsibilities under the law. It will also touch on safety in the workplace, which itself is a very important item in any organization.

Three main actions constitute harassment:

1. When someone is doing something to you to make you uneasy.
2. When someone is saying something to you to make you feel uneasy.
3. When someone knowingly puts your life at risk in some way.

Workshop Objectives

Research has consistently demonstrated that when clear goals are associated with learning, the learning occurs more easily and rapidly. With that in mind, let's review our goals for today.

By the end of this workshop, you should be able to:

- Identify the words and actions that constitute harassment.
- Understand what the law says about harassment.
- Implement anti-harassment policies.
- Educate employees and develop anti-harassment policies.
- Discuss employer and employee's rights and responsibilities.
- Address accusations of harassment.
- Apply proper mediation procedures.
- Deal with the aftermath of harassment.

Thank you for previewing our Workplace Harassment training manual!

Want to see more?

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