

Protect Your Workplace from Sexual Harassment

Every day there are more allegations of sexual harassment in the news. People are voicing complaints about behavior that in the past was tolerated even though it was inappropriate, offensive and, in many cases, illegal. While most of the stories that make the headlines are about celebrities and large companies, all businesses need to make sure they are taking action to protect their employees, their company and themselves from similar behaviors.

4 hour-Course | \$195 per person | 10% Discount for 5-7 attendees |

YOU'LL LEARN HOW TO:

- Understand what is and what is not harassment, discrimination and workplace bullying
- How to write policies and procedures that protect your company from legal liability
- Learn how to address inappropriate behavior in the workplace
- Learn how to document performance issues to protect yourself from false allegations

THE CHALLENGES THIS COURSE WILL ADDRESS:

- Misreading opportunities.
- Disorganized pipelines.
- Wasted time and missed opportunities.
- Discouragement and guess-work.

COURSE OUTLINE

1. Sexual harassment in the news

- ✓ Why now?
- ✓ What is / is not harassment?
- ✓ What's next?
- ✓ Other protected areas

2. The difference between discrimination, harassment and bullying

- ✓ Legal definitions
- ✓ Management responsibilities
- ✓ Employee rights and responsibilities

3. Policies and procedures

- ✓ Written policies that provide a legal defense
- ✓ Training employees
- ✓ On-going communication
- ✓ Addressing inappropriate behavior
- ✓ Complaint procedures
- ✓ Preventing retaliation



4. Investigating complaints

- ✓ One employee's word against another's
- ✓ What to do when there's no proof
- ✓ Dealing with false allegations
- ✓ Can men and women work together?
- ✓ Creating a culture where all people can work together
- ✓ Treating everyone with respect

PRESENTER



Carrie Miller, SPHR, worked in Human Resources in a variety of organizations for 26 years before becoming a consultant and trainer who helps people work together. She assists companies with the hiring process, policies and procedures, managing performance and productivity, and workplace investigations. Carrie is the HR Advisor for Next Level Solutions, LLC.

TO REGISTER

To see dates available and register on-line: [click here](#)

Email: info@teamrealworld.com

Call: 225-772-4357

Available with state funds from SBET & IWTP. Ask for details.