

Creating and Managing a Sexual Harassment-Free Workplace

2-Hour Management Program (Sample) Lesson Plan

SECTION I How to Recognize Subtle Sexual Harassment When No Complaint

Note: Content pages, identified with “*”, are sent to each client prior their training. Legal, HR and Senior Management review them. Those pages are included in Anderson-davis, Inc.’s (ADI) customized participant manual.

- **Welcome by Organization’s Senior Management**
- **Program Introduction**
- **Third Party Scenario**

Trainers dramatize a customized sexual harassment workplace scenario -

Small and large group discussion questions, about that scenario:

1. Which behavior is prohibited by (client’s) sexual/non harassment policy?
2. When did the behavior become unwelcome?
3. What should their supervisor do?

- **Trainer’s Introduction**
- **Pre-test**
- **Habits**

Training Activity - How personal habits contribute to the occurrences of subtle harassment and disrespectful behavior.

- **Program Objectives and Participant Objectives**
- **Definitions of Terminology**
- **Impact of Sexual Harassment and Sex Discrimination**
- **Overview of (client’s) sexual/non harassment policy**
- **Examples of behavior prohibited by client’s sexual harassment policy**

Note: This list identifies behaviors that are always unacceptable in the work environment, even if welcome between the recipients.

- **Through the eyes of a subtle harasser” (video)**

Participants, individually and in a large group:

1. Evaluate the five video scenarios and identify behaviors prohibited by their employer’s sexual/non harassment policy.
2. Identify the impact of the harassers behavior on his work relationships,
3. Identify reasons the recipients did not say, “Stop!” and, if similar and or different reasons exist in their workplaces that would make it difficult for employees to say, “Stop.”

- **Respect vs. Harassment (video): How to Recognize and Prevent Harassment Situations (small groups)**

In small groups, watch these four scenarios and identify examples of sexual harassment that were identified earlier in:

1. Examples of Prohibited Behavior
2. Employer’s sexual/non harassment policy

Scenarios:**

“Clueless”	National origin, stereotyping, mimic accent and subtle sexual harassment
“The Card”	Male to male harassment, bullying and third-party sexual harassment
“Cats Are A Better Investment”	Gender stereotyping, third-party harassment
“Was It Something I Said?”	Sexual orientation, rumors, sexual harassment

**Only the scenarios relevant to the organization’s training objectives and culture will be used to dramatize harassment and unacceptable behavior.

SECTION II Legal Basis, Overview and Trends of Sexual Harassment and Sex Discrimination, Hostile Work Environment, and Clarification of the Organization’s Sexual/Non Harassment Policy and Complaint Procedures

- **Legal overview and trends**

Title VII, EEOC guidelines, State Laws (California, {enforced by DFEH}), that prohibit sexual harassment, and discrimination based on race, ancestry, national origin, color, age, marital status, familial status, sex, sexual orientation, religion, disability (including HIV/AIDS), medical condition, and pregnancy leave and family and personal medical leave, ADA), and legal trends.

- **Management’s Liabilities (Know and Should Have Known)**
- **Mistakes management makes when dealing with sexual harassment situations**
- ***Clarification of Employer’s Harassment Policy and Complaint Procedures**

Anderson-davis provides a ‘Key Points’ questionnaire to each client. It asks them to clarify how they currently apply their policy/procedures, i.e., when do supervisors contact HR, are supervisors required to contact HR before/after they intervene and stop prohibited behavior they see but no complaint, what is the work environment, what should a supervisor do if the complainant only wants him/her to document their complaint but do anything unless the behavior doesn’t stop, etc.

The client’s responses are included in ‘Key Points’ page and reviewed by HR.

Note: During this section the organization’s sexual harassment policy and complaint procedure will be reinforced and clarified.

- **That Was a Complaint?!**

Large group discussion. What is considered a complaint or having knowledge of a sexual harassment or sex discrimination situation?

- **Key Points - Talking with Alleged Recipients**

How to avoid mistakes when receiving a complaint

Trainer's Dramatize receiving a sexual harassment complaint and participants identify the effective and ineffective interview techniques used by the trainers.

Note: Trainers also dramatize how to respond if the alleged recipient says "I want to deal with it" and "I insist that you do nothing"

- **Intervention**

What is intervention and why do supervisors not intervene?

The Eight-Step Intervention Process

Participants, individually and in small groups, watch a video scenario (that stops and starts during this activity) and evaluate a supervisor's intervention in a sexual harassment situation. Participants will identify, from a couple of choices, and also write, effective intervention responses to the employee's defensive comments

- **Post-test (optional)**

- **Final Questions & Answers**

- **Summary & Critique**

- **Closure by Human Resources and/or Senior Management**

**For additional information about Anderson-davis, Inc.
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