

# Workplace Harassment for HR

In 2003, the United States Merit Protection Board estimated that harassment cost the U.S. government approximately \$164,000,000 (that's 164 million dollars!) a year. No wonder companies are working to be more proactive in preventing harassment.

But how do you prevent harassment from occurring? What sorts of policies should be in place? What should managers do to protect their employees? And if a complaint is filed, what will we do? All of these questions (and more!) will be answered in this two-day workshop.

## At the conclusion of this workshop, you should be able to:

- Understand what behavior is and is not appropriate in the workplace, and why
- Help your company create and implement a harassment policy
- Protect yourself and your staff against harassment incidents and complaints
- Understand when mediation is and is not appropriate
- Understand the four-stage complaint resolution process
- Help identify solutions to a harassment complaint

## What You Will Cover:

- ▶ Reasonable man/woman guidelines
- ▶ Benefits of harassment training
- ▶ Types of harassment
- ▶ Preventing harassment
- ▶ Protecting yourself from harassment
- ▶ Confronting a harasser
- ▶ The effective NO
- ▶ The four-stage complaint process
- ▶ Mediation
- ▶ False complaints
- ▶ Keeping the workplace running

Name of City and Date of Event

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## What's Included:

- Instruction by an expert facilitator
- Small interactive groups
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. \*Prices and dates are subject to change.

## Pre-Registration Form:

### Workplace Harassment for HR

Yes  Enroll me now

Participant Name (*Please Print*)

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Position

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Immediate Supervisor

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Organization

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Organization Address

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ZIP \_\_\_\_\_ Telephone # \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**EXCELLENT IMAGE, INC.**

*Sustainable Peak Performance*