

SEXUAL HARASSMENT TRAINING FOR MANAGERS AND SUPERVISORS

COURSE CONTENT OVERVIEW

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The Sexual Harassment Training for Managers and Supervisors course has been designed for those in a position of power in any type of organisation, company, and industry. It explains what sexual harassment is, and potential signs that may indicate its presence in your workplace.

The course begins by outlining sexual harassment and the ways it may happen at work. It provides an understanding of the personalities of sexual harassers and risk factors that you should look out for. It then explains how to design and implement an effective anti-harassment policy and how you should handle complaints, before offering advice on how you can support employees.

Module One: What is Sexual Harassment?

This module offers an introduction to sexual harassment by explaining what it is and the law surrounding it.

- Understanding sexual harassment
- Sexual harassment at work
- Reporting
- The impact of sexual harassment
- Sexual harassment environments
- The law
- Sexual harassment myths

Module Two: Recognising Sexual Harassment in Your Workplace

This module explains some common signs of sexual harassment and ways to detect when it's happening, as well as some ways to prevent it.

- Definitions of sexual harassment
- Personalities of victims
- Personalities of sexual harassers
- Identifying sexual harassment
- Danger zone behaviours
- Risk factors
- Positive workplace culture
- How to create a positive workplace culture
- Assessing the risk of harassment

Module Three: Policies and Procedures

This module details how to design and implement an effective anti-harassment policy. It explains what your policy should contain and the reporting procedures that people should follow to make a complaint.

- Management standards
- Developing your sexual harassment policy
- Implementing your sexual harassment policy
- Investigating complaints
- Handling complaints
- The grievance process
- Employment tribunals
- Other complaints
- When is sexual harassment criminal?

Module Four: Supporting Employees

This module provides advice on ways to support your employees throughout the complaint process and how you should handle their complaints.

- Listening to a complaint
- Actions to take
- Confidentiality
- Counselling
- Sickness absence
- Return to work

Aims of the Training

By completing this course, learners will:

- Understand what is meant by the term 'sexual harassment'.
- Know the law surrounding sexual harassment and be aware of your legal responsibilities to protect your employees from sexual harassment.
- Be aware of how to identify sexual harassment in the workplace and online.
- Know how to establish and carry out an internal complaints procedure/policy.