

COURSE CONTENT OVERVIEW

# Sexual Harassment Training for Employees



The Sexual Harassment Training for Employees course has been designed for employees in companies of all shapes and sizes. It explains what sexual harassment is, and potential signs that may indicate its occurrence.

The course initially offers an explanation of sexual harassment and the ways it may happen at work. It then provides an understanding of the personalities of sexual harassers and how to identify it, before explaining how to make a complaint and employee responsibilities.

#### **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: Sexual Harassment in the Workplace**

This module explains risk factors and behaviours that may indicate sexual harassment is either occurring or is a possibility.

- Definitions of sexual harassment
- Personalities of victims
- Personalities of sexual harassers
- Identifying sexual harassment
- Danger zone behaviours
- Risk factors
- Positive workplace culture

#### **Module Three: Policies and Procedures**

This module details what should be included in a harassment policy and how to make a complaint if you are a victim.

- Sexual harassment policies
- Making a complaint
- Your responsibilities
- Available support

## Aims of the training

By the end of this course, you will:

- Recognise what is meant by the term 'sexual harassment'.
- Understand the law surrounding sexual harassment as part of the Equality Act, and know what constitutes unlawful behaviour.
- Know what inappropriate behaviour and comments are in both the workplace and online, and understand the responsibilities placed on your manager or employer to foster a positive culture in the workplace.
- Understand the actions you should take if you experience sexual harassment in the workplace and how a business should handle sexual harassment complaints.