

FASTER **COURSE**

WORKPLACE HARASSMENT

SHORT COURSE CONTENT SUMMARY



About the Course

The course starts with an introduction which provides a **definition** of workplace harassment and addresses some common **misconceptions** and excuses for harassing behavior. We also look into who is involved in a harassment situation and how harassment affects the victim.

The next part of the training deals with recognizing and handling harassment. We start by descriptions of common **types of harassment** in the workplace (discriminatory, sexual, personal etc.). Then, we continue with **warning signs** that can indicate a potential harassment situation. Finally, we provide detailed steps for **handling** harassment in the workplace.

The training also looks at harassment from the management's perspective. Here, we discuss **preventive** measures that can be taken and provide practical advice on **handling harassment complaints**.

The **Test** section of the course contains a total of 8 questions, most of which are situation descriptions that the learner needs to evaluate.

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- Definition (2)
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- What do you think?
- Who is involved?
- Impact of harassment
- Let's revise!

RECOGNITION AND HANDLING

- Types of workplace harassment
 - Discriminatory
 - Direct vs Indirect
 - Sexual harassment
 - Situation
- Other types of harassment
- Job interviews
- Recognizing harassment
- Handling harassment
- Let's revise!

SECTION 3 - THE ROLE OF MANAGEMENT

- Prevention
- Handling complaints (1)
- Handling complaints (2)
- Handling complaints (3)

SUMMARY

- Key points

TEST

Detailed Course Content

Section 1 - Introduction

BENEFITS

A brief explanation of what the learner will gain by completing the training.

DEFINITION (1)

A general definition of 'workplace harassment'.

DEFINITION (2)

An extended definition.

MISCONCEPTIONS

An introduction to misconceptions and excuses that are common when thinking about harassment.

WHAT DO YOU THINK?

A drag-and-drop activity that asks the learner to sort statements that could/couldn't justify inappropriate behavior (all statements reflect common excuses that don't actually justify inappropriate conduct).

WHO IS INVOLVED?

An overview of who the harasser can be and who can be considered a victim in a harassment situation.

IMPACT OF HARASSMENT

A general description of the impact harassment can have on the victim's health and working ability.

LET'S REVISE!

A True/False task where the learner needs to evaluate statements on harassment.

Section 2 – Recognition And Handling

TYPES OF WORKPLACE HARASSMENT

Introduction to the various types of harassment in the workplace.

DISCRIMINATORY

General overview of discriminatory behavior and detailed descriptions of protected traits (race, gender, sexual orientation etc.) that are targeted in cases of discriminatory harassment.

DIRECT VS INDIRECT

A distinction between direct and indirect harassment.

SEXUAL HARASSMENT

A characterization of sexual harassment.

SITUATION

The learner is asked to evaluate a harassment-related situation.

OTHER TYPES OF HARASSMENT

Descriptions of various types of harassment, such as personal, power, third-party, retaliation etc.

JOB INTERVIEWS

An explanation on how inappropriate conduct during a job interview should also be treated as workplace harassment.

RECOGNIZING HARASSMENT

A description of common warning signs that may signal that there is a problem in the workplace.

HANDLING HARASSMENT

Detailed descriptions of steps you can take to deal with a harassment situation (obtaining information, informal approach, formal report, collecting evidence etc.).

LET'S REVISE!

A drag-and-drop task where the learner needs to match images to the corresponding warning signs.

Section 3 – The Role Of Management

PREVENTION

Information on some preventive measures that managers can take to decrease the possibility of harassment occurring in the workplace.

HANDLING COMPLAINTS (1)

Introduction to handling harassment complaints.

HANDLING COMPLAINTS (2)

General tips for handling a complaint.

HANDLING COMPLAINTS (3)

Some informal approaches to handling complaints - discussion, coaching, mediation.

Summary

KEY POINTS

Key points from the theoretical part of the training.

Test

The test contains a total of a total of 8 questions, most of which are situation descriptions that the learner needs to evaluate. ♦