

**Course Overview:**

The Workplace Harassment workshop will help give participants the tools necessary to recognize harassment in the workplace as well understand your rights and responsibilities under the law, with regard to safety in the workplace. Through this workshop your participants will recognize that it is necessary for everyone to help create programs that teach employees to identify harassment and exercise anti-harassment policies.

**Course Objective:**

Identify the words and actions that constitute harassment.  
Understand what the law says about harassment.  
Implement anti-harassment policies.  
Educate employees and develop anti-harassment policies.  
Discuss employer and employee's rights and responsibilities.  
Address accusations of harassment.  
Apply proper mediation procedures.

- Deal with the aftermath of harassment

**Course Outline:**

- The Law
- Identifying Harassment
- Anti-Harassment Policies
- Developing an Anti-Harassment Policy
- An Anti-Harassment Policy
- How Model Policies Work
- Educating Employees
- Policies in the Workplace
- Proper Procedures in the Workplace
- If You are Being Harassed
- False Allegations
- Union Grievance Procedures
- Mediation: Getting Help from Outside Organization
- Elements of Harassment
- Mediation
- Deciding if it is Right
- Conflict Resolution
- The Aftermath

**Who Should Attend:**

Everyone in an organization is required to abide by policies relating to workplace harassment. This would include:

- workers
- frontline supervisors,
- managers

**Training Language:**

EN / AR

**Training Methodology:**

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation