

American Management Association's Sexual Harassment Prevention Workshop

Learning Objectives

- Define Sexual Harassment
 - Recognize Different Forms of Sexual Harassment
 - Recognize a Range of Behaviors the Courts Have Determined to Be Inappropriate in the Workplace
- Describe Your Company's Policy Regarding Sexual Harassment and Reporting Procedures
 - Identify How Liability for Management Can Attach and Ways to Help Prevent Company Liability
 - State the Internal/External Reporting Process
- Recognize How a Manager Can Improve the Work Environment Through Education and Policy Development and Make Employees Feel More Comfortable

What Is Sexual Harassment and How Is It Defined?

- Define Sexual Harassment
- Identify Distinct Forms of Sexual Harassment
- Analyze Harassment Cases

Bullying

- Define Bullying
- Describe the Bully
- Understand the Target or Victim
- List the Impact of Bullying
- Recognize Examples of Bullying at Work
- Identify What to Do If You Are Bullied

Harassment and Gender Identity

- Define the Term Transgender
- Review the History of Transgender Legislation
- Examine the Impact of Transgender Harassment
- Outline the Steps to Take If You Are a Victim

Manager Responsibilities

- Identify When Liability Attaches
- Define When a Defense Is Available
- Describe What an Employer Can Do to Prevent Liability
- Recognize Improper Management Responses to Sexual Harassment
- Define Retaliation
- Describe Accountability

Manager's Action Plan

- Describe Appropriate Responses to an Incident of Sexual Harassment
- Identify Ways to Stop Future Harassment
- Analyze Your Company's Policy on Harassment