

# Preventing Sexual Harassment

## One Day Guided Intervention

### Course Description

Sexual harassment is an ever-present issue in today's workplace and one that can be prevented through proactive training.

We will start the course with an assessment of your existing understanding of the issue, then proceed to a thorough discussion of the subject including what constitutes sexual harassment in a work setting, the five steps to preventing sexual harassment, what to do if you become a victim, how to address sexual harassment claims, and an overview of the relevant state laws pertaining to sexual harassment. This workshop includes real-life scenarios and exercises to help you fully prepare yourself to deal with this critical subject as a worker or manager.

### Course Outcomes

- Define sexual harassment
- Identify signs of sexual harassment
- Understand the boundaries of acceptable versus unacceptable behavior
- Understand the need for sexual harassment training
- Deal with being sexually harassed
- Deal with being accused of sexual harassment
- Promote a healthy, respectful work environment

### Course Content

#### 1. Introduction to Sexual Harassment

- Initial Assessment
- Definition
  - Types of Sexual Harassment
  - Sexual Harassment vs. Sexual Discrimination
  - Other Types of Harassment
- Quid Pro Quo
- Statistics and Facts
- Employer Responsibility and Liability
- Myths
- Review and Exercises

#### SIEGER TRAINING CONSULTANTS (P) LIMITED

Plot No: 106, Bharathiyar St – Chellappa St Junction, Visalakshi Nagar, Santhosapuram, Chennai – 600073. Tamil Nadu, INDIA.

Ph: +91 44 22781335, +91 44 42837167, HP: +91 9500120969, +91 9500129901, +9840097567, +91 9840059445

Email: [training@siegergroups.com](mailto:training@siegergroups.com) | Visit us at: [www.siegergroups.com](http://www.siegergroups.com)

# Preventing Sexual Harassment

## One Day Guided Intervention

### **2. Avoiding Sexual Harassment**

- Physical
  - Appropriate vs. Inappropriate Touching
  - Rules of Touching
  - Innuendos
- Non-Verbal
  - Eye-Contact
  - Sending Signals
  - Correspondence
- Verbal
  - Appropriate Speech
  - Jokes
  - Compliments
- Gender and Cultural Considerations
  - Overcoming Stereotypes
  - Sensitivity
- Review and Exercises

### **3. Addressing Sexual Harassment**

- What To Do If You Are Sexually Harassed
  - Direct Response
  - Company Policy
  - Union Member Procedures
  - Filing a Complaint with the EEOC
- What To Do If You Are Accused of Sexual Harassment
  - Direct Response
  - Company Policy
  - Union Member Procedures
  - Filing a Complaint with the EEOC
- Review and Exercises

### **4. Relationships within the Workplace**

- Maintaining Relationships in the Workplace
- Review and Exercises

# Preventing Sexual Harassment

## One Day Guided Intervention

### 5. Considerations for Management

- Acceptable Use of Power
- Handling Employee Claims
  - Confidentiality
  - Prompt Action
  - Understanding Company Procedures
    - ✓ Documentation
    - ✓ Investigation
  - Avoid Making Assumptions
- Educating Yourself and Others
- Demonstrating Proper Conduct
- Management Liability
- Review and Exercises

### 6. Wrap-up and Q & A

## Target Audience

Whether you are an employee or manager, business owner or executive, office or factory worker, male or female, you will benefit from taking this course.

# Preventing Sexual Harassment

## One Day Guided Intervention

### Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only.
- Facilitators Travel & Food have to be taken care by the client
- Clients will have to arrange LCD, Speakers, Mike on their own.
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable.
- Client will recognize the intellectual property rights of Sieger Training and such materials are not to be copied without prior written approval of Sieger Training.
- Take all responsible steps to hold all Sieger Training copyrighted materials confidential to Client.
- Guarantee that no training will be conducted using Sieger Training concepts or material is carried out for employees of Client and Client shall not use Sieger Trainer's without the knowledge of Sieger Training Consultants (P) Limited.
- Ensure that any materials of Sieger Training supplied to internal employee(s) are retained by Client and or returned to Sieger Training in the event that the employee(s) ceases to be employed by the company;
- Ensure that no substantive modification of course design or content occurs without the prior written permission of Sieger Training, which shall not be withheld unreasonably;
- Treat this agreement as confidential and not divulge its contents to third parties;
- Inform Sieger Training of any internal procedures for the payment of invoices.

### Follow us on



Let's Stay In Touch [Click Here To Subscribe](#) SIEGER TRAINING INDIA Workshop Updates  
Copyright (C) 2015, Sieger Training Consultants (P) Limited, All Rights Reserved.

### SIEGER TRAINING CONSULTANTS (P) LIMITED

Plot No: 106, Bharathiyar St – Chellappa St Junction, Visalakshi Nagar, Santhosapuram, Chennai – 600073. Tamil Nadu, INDIA.

Ph: +91 44 22781335, +91 44 42837167, HP: +91 9500120969, +91 9500129901, +9840097567, +91 9840059445

Email: [training@siegergroups.com](mailto:training@siegergroups.com) | Visit us at: [www.siegergroups.com](http://www.siegergroups.com)