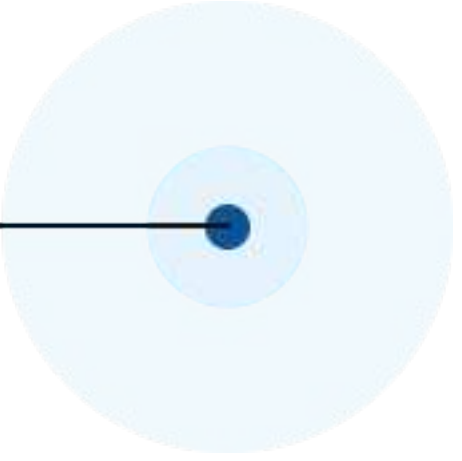




## MANAGING WORKPLACE HARASSMENT

### 1 Day Workshop



Oh, you may say, "not in my office," or "not our team," but workplace harassment is an increasing issue in the organizations today. It can come in the form of a slap, a phrase, an email, or reassignment of duties. Harassment is not okay and it is illegal. Harassment needs to be reported so that the company can handle the issue properly and remediate any future problems.

www.infoport.africa  
info@infoport.africa  
087 808 2582  
072 062 0166

Our Managing Workplace Harassment workshop provides guidance for an ever changing work environment. Your participants will recognize the necessity for the whole organization to be on board with monitoring and reporting any issues. This workshop will also help in fostering a safer and more productive workplace.

In-house training available at client's request. Minimum of 5 candidates required in Gauteng Province, and 10 outside Gauteng. Travel, accomodation and refreshments to be provided by client.



**Module One:** Getting Started, Icebreaker, Housekeeping Items, The Parking Lot, Workshop Objectives

**Module Two: Discrimination:** Gender, Race, Religion  
Disability, Case Study  
Module Two: Review Questions

**Module Three: Physical Hitting:** Threatening Behavior, Destroying Property, Workplace Homicide, Case Study  
Module Three: Review Questions

**Module Four: Verbal:** Yelling, Insulting, Ordering, Blaming, Case Study

**Module Four:** Review Questions

**Module Five: Sexual:** Touching, Gestures, Sharing Inappropriate, Photos, Sharing Inappropriate Jokes, Case Study

**Module Five:** Review Questions

**Module Six:** Psychological: Isolating, Discrediting, Disparaging, Contesting, Case Study

**Module Six:** Review Questions

**Module Seven:** Cyberbullying, Sending Humiliating Mass Emails, Sending Harassing Emails, Emailing Lies to Others, Monitoring Policy, Case Study

**Module Eight: Employer Responsibility:** Understanding Laws, Recordkeeping, Investigating Complaints, Remediating Harassment, Case Study

**Module Eight:** Review Questions

**Module Nine:** Stopping Harassment Before It Happens, Developing Anti-Harassment Policy, Regularly Updating Policy, Training Employees, Emphasizing Consequences for Non-Compliance, Case Study

**Module Nine:** Review Questions

**Module Ten: Reporting Harassment:** Filing with Human Resources ASAP, Keeping Detailed Records, Filing a Lawsuit, Case Study

**Module Ten:** Review Questions

**Module Eleven: Handling Harassment Complaints:** Creating a Step-by-Step Process, Publishing a Step-by-Step Process, Training Employees, Retaliating, Case Study

**Module Eleven:** Review Questions

**Module Twelve:** Wrapping Up, Words from the Wise, Review of Parking Lot, Lessons Learned  
Completion of Action Plans and Evaluations

**END OF TRAINING**