

Sexual Harassment & Bullying in the Workplace

How to create a positive corporate culture



***Sexual Harassment & Bullying* are Growing Concerns**

Like many professionals today, you probably have questions and concerns about sexual harassment and bullying in the workplace. What exactly qualifies as sexual harassment? What constitutes bullying? Where does seemingly harmless flirting or teasing bantering end, and harassment begin? How prevalent is harassment in today's workplace? What are the legal rights of individuals and of organizations regarding harassment? How have recent changes in legislation affected corporate policies?

***Sexual Harassment & Bullying in the Workplace* — Powerful Training Developed by the Experts at Fred Pryor Seminars**

Whether or not your organization has had reports of sexual harassment and bullying incidents, you and your supervisors must be prepared to take the appropriate steps to prevent harassment issues from affecting the workplace and avoiding costly lawsuits.

When you attend this compelling, information-rich training event, you will receive answers, guidance, suggestions and up-to-the-minute information about sexual harassment and bullying, along with prevention strategies. Learn about updates related to anti-harassment, get answers to questions, address your concerns and make sure you and your employees have the knowledge you need to prevent harassment and bullying in the workplace.

Here's just some of what we'll cover:

- What is harassment? What is bullying? Discover the truth about “innocent” flirting, banter and teasing
- Communication skills that will help every employee bridge the gender gap and reduce misunderstandings
- How to comply with the very latest legal rulings at the federal, state and local levels
- How to establish grievance procedures that will protect the rights of your employees and your organization
- Your rights and responsibilities as an employer
- How to handle initial complaints and investigations with diplomacy, tact and understanding

This is critical information that could save your organization from a costly lawsuit down the road.

Sexual Harassment, or “Just Being Friendly”?

Many managers and supervisors struggle with identifying sexual harassment within their organizations because there is so much confusion regarding flirting, teasing and bantering. The truth is, what may be flattering or complimentary to one person may be offensive, objectionable, even frightening to another. Someone may regard flirting or mild horseplay as innocent fun and may not view it as objectionable at the time of the behavior, but someone else may see it as aggressive, insulting and demeaning. Down the road, it may even be considered as part of a pattern of hostility.

What you learn in this seminar will help you create guidelines for acceptable behavior, communicate those guidelines clearly and develop policies for dealing with infractions.

The Organization's Role and Responsibility in Preventing Harassment of All Types

Workers who are victims of bullying or harassment of all types should know they can promptly report incidents to management and appropriate action will be taken.

- Determine how to create a policy against general bullying to prevent such behaviors
- What can employers do to foster an anti-harassment/anti-bullying culture?
- What employers can do to empower co-workers to intervene when they witness bullying or harassing behavior
- Steps to reduce incivility and promote respect among employees from different backgrounds, cultures and even different job levels

Prevention Begins with Awareness

Preventing **sexual harassment** and **bullying** begins with clearing up the confusion. In ***Sexual Harassment & Bullying in the Workplace***, you will:

- Gain an understanding of the myriad of “gray areas” surrounding harassment and bullying.
- Discover how to deal swiftly and fairly with complaints.
- Learn to communicate clearly to your people what is acceptable and what is unacceptable behavior.
- Find out how to react to a borderline situation, and what measures to take when a situation becomes serious.
- Become familiar with the legal definitions, policies, decisions and court rulings that are shaping the way today’s organizations must respond to sexual harassment claims.

Learn How to Protect Your Employees and Your Organization

Sexual harassment and hostile workplace lawsuits are time-consuming, debilitating, morale-eroding and — above all — costly. It is imperative that you take complaints seriously and work with everyone involved to reach resolutions quickly and effectively.

What you learn in just one day of focused, intensive training will help you meet harassment and bullying head-on. You’ll be fully equipped to create and sustain a positive, professional, harassment-free work environment in which an employee can file a complaint or grievance without fear of repercussions or penalties.

Your organization will be less likely to incur costly grievances and lawsuits, and your employees will be secure in the knowledge that they work in a safe, respectful environment.

Don't miss out on essential training for you and your staff.

Sexual Harassment &

Course Content

Increase Awareness

- Take a look at existing laws, pending laws and landmark cases, to gain an overview of where sexual harassment and bullying litigation stands today
- Discover exactly which behaviors, comments and actions can lead to grievances or lawsuits
- Communication skills that reduce innocent misunderstandings and help bridge the gender gap
- Gender perceptions: developing empathy for the other point of view
- How managers and supervisors can motivate their employees to comply with the law
- The difference between quid pro quo and hostile-environment sexual harassment
- What factors determine whether an environment is “hostile?”
- Mentoring relationships between opposite sexes: Are they just asking for trouble
- Same-sex sexual harassment incidents are just as serious as opposite-sex infractions

Prevent Infractions

- First steps to take if sexual harassment or bullying is observed or reported
- Criteria to help you determine whether a specific behavior or action is out of line
- When does flirting, bantering or teasing cross the line and become harassment?
- What are the rights and responsibilities of the person being harassed?
- How to respond if a warning or reprimand has been given, but the harassment continues
- How to develop a written anti-harassment policy for your organization
- Effective grievance procedures — what every employer should know about creating them
- “Touchy-feely” employees — how to tactfully suggest they keep their hands to themselves
- Sexist remarks and inappropriate language — where you as an employer need to draw the line
- “Macho” employees, cultural misunderstandings and sexual discrimination — guidelines for handling these issues appropriately

Bullying in the Workplace

Take Action

- On-the-spot strategies for handling harassment and bullying complaints swiftly and successfully
- How to effectively intercede when you see harassment taking place
- The importance of adequate investigations and how they must be conducted
- The role of perception in harassment (why it's critical to understand how and why perceptions differ)
- What your organization must do as soon as you've identified a problem to establish reasonable care and prevent accusations of a hostile environment
- No-nonsense disciplinary measures for harassers
- Liability protection: a discussion of the actions you must take to guard your organization against costly litigation

Legal Issues

- Ensure that your organization is in compliance with EEOC, federal, state and local laws regarding sexual harassment
- How to reduce financial liability for individuals and organizations
- Can just one incident constitute sexual harassment or bullying?
- As an employer, what are you liable for regarding harassment in your workplace?
- Are there time limits for filing sexual harassment charges?
- Under what circumstances could you expect to be investigated by the EEOC?
- How to proceed when your company is too small to support an HR department — who investigates harassment claims, takes appropriate action and confronts the harasser?
- What are some of the training methods that can be used to ensure your employees understand anti-harassment?

A free workbook for every participant

Your tuition includes a detailed course workbook that highlights pertinent information, freeing you to listen and learn more. The workbook offers specific techniques, skills and ideas you'll use in identifying and preventing sexual harassment & bullying in the workplace. After the seminar, reference it time and time again, to recall key points, validate opinions and address specific problems.

Surprising Facts about **Sexual Harassment & Bullying** ...

- Men and women are both capable of harassment and bullying, and the victim will not necessarily be the opposite sex of the harasser.
- The harasser may be the victim's supervisor, a supervisor in another area, a co-worker or a non-employee.
- The victim may not be the person who is directly harassed, but may be anyone who is affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- If one employee harasses another, it is the organization that pays the damages, not the harasser.
- The U.S. Supreme Court has ruled that even if an employer is unaware of harassment taking place, the employer remains liable.
- According to a survey conducted by the Society for Human Resource Management, most sexual harassment complaints involve inappropriate behavior by co-workers, rather than managers and supervisors.

Prevent harassment, bullying, discrimination and retaliation within your organization

Don't miss this one-day seminar packed with need-to-know information on the new state laws, legal definitions, behavioral guidelines and much more!

Who should attend:

- **Human resources professionals** — make sure you're up to speed on the latest legal information and have the correct policies and procedures in place
- **Managers and supervisors** — offer your employees the guidance and support they need to conduct themselves professionally at all times
- **Professionals in a position of authority at smaller organizations** — even without a full human resources department, you can ensure your organization has the correct liability protection measures in place

Enroll Today! • www.pryor.com

Registration Information

Enroll Today! Hurry, our seats fill fast. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. Payment is due before the program.

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your e-mail address and/or fax number.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note that if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- You will be notified by e-mail, fax, and/or mail if any changes are made to your scheduled program (i.e., date, venue city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.pryor.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 4 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

Tax Deduction

If the purpose of attending a Fred Pryor seminar is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Units (CEU)

Fred Pryor Seminars offers CEU credits based on program length and completion. Credits are issued according to the National Task Force on Continuing Education guidelines, and approval is at the discretion of your licensing board. Questions and concerns should be directed to your professional licensing board or agency.

Completion & Continuing Education Certificates

To obtain a certificate documenting your completion and/or CEU credits, please visit www.pryor.com/certificate. Certificates will be available 10 days after your event has ended.

Onsite Training Solutions

Get the Results You're Looking For!

Bring our powerful, high-impact training programs to your organization and show your employees that you're serious about their professional growth and achieving critical organizational goals and objectives.

Choose From Over 150 Courses!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

Tailor the Training to Meet Your Specific Needs!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues and scheduling concerns.

Maximize Your Training Budget!

Onsite Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options. Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

**For a free consultation,
visit us online at
pryor/onsite.com
or call us at
1-800-944-8503
today!**

©2010-2023 Pryor Learning

Sexual Harassment & Bullying in the Workplace

How to create a positive
corporate culture

Enroll Today!



Call
1-800-556-2998



Fax
913-967-8849



Online
www.pryor.com



Mail
Fred Pryor Seminars
P.O. Box 219468
Kansas City, MO
64121-9468



FRED PRYOR SEMINARS

P.O. Box 219468
Kansas City, MO 64121-9468

a division of Pryor Learning

To update your contact information, see page 7.

Your VIP # is WINQ

	EXPRESS CODE 912782	<ul style="list-style-type: none"> • Online pryor.com • Call 1-800-556-2998 • Fax to 913-967-8849 • Mail your registration form!
<input type="checkbox"/> YES! I'm ready to learn how to create a positive corporate culture. Enroll me today! Group discounts available.		
1	SEMINAR Seminar City: _____ Seminar Date: _____ City Event #: _____	
2	YOUR ORGANIZATION Organization: _____ Address: _____ City: _____ St: _____ ZIP: _____ Tele: _____ Fax: _____ Approving Mgr's Name: <input type="checkbox"/> Mr. _____ Job Title: _____ Email Address: _____ <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Quick Confirmation Please <input type="checkbox"/> email or <input type="checkbox"/> fax my confirmation to me within 48 hours.	
3	WHO WILL BE ATTENDING <input type="checkbox"/> Mr. _____ <input type="checkbox"/> Ms. _____ Job Title: _____ Email Address: _____ <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Mr. _____ <input type="checkbox"/> Ms. _____ Job Title: _____ Email Address: _____ <input type="checkbox"/> Business <input type="checkbox"/> Home Please list additional names on a separate sheet.	
4	METHOD OF PAYMENT Important: Send your payment now. Tuition is due before the workshop. Please make checks payable to Fred Pryor Seminars and return form to: P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN). Please add applicable state and local tax to your payment for programs held in Hawaii (4.166%; Honolulu 4.712%), South Dakota (6.5%) and West Virginia (6%; plus applicable local tax). Please check one of the following: 1. <input type="checkbox"/> Registration fee enclosed. Check # _____ Amount \$ _____ 2. <input type="checkbox"/> Our Purchase Order is attached. P.O. # _____ 3. <input type="checkbox"/> Bill my organization. Attention: _____ 4. <input type="checkbox"/> Charge to: <input type="checkbox"/> AmEx <input type="checkbox"/> Discover <input type="checkbox"/> MC <input type="checkbox"/> Visa Exp. Date: _____ Acct. #: _____ Card Holder's Name: _____ Tax-Exempt #: _____ <i>Please attach a copy of your Tax-Exempt Certificate for payment processing.</i>	

Note: If you've already registered by phone, by fax or online, please do not return this form.

REGISTRATION FORM – SEXUAL HARASSMENT & BULLYING IN THE WORKPLACE