



RESPECT AND FAIR TREATMENT IN THE WORKPLACE

Instructor: Mark S. Putnam, M.Ed.

Course Length: 2 hrs.

Description: This course introduces participants to the ethical principles surrounding harassment (both sexual and nonsexual), diversity, and bullying in the workplace. The focus of this course is how to solve ethical problems and build respect between people. It includes ethical decision-making strategies as well as specific information on workplace harassment and diversity issues.

Objectives:

- Know how to approach and solve various kinds of ethical dilemmas using specific ethical tests and problem-solving strategies.
- Understand the moral and ethical principles behind respect and fair treatment.
- Identify the key components of a harassment policy.
- Define diversity and identify the kinds of diversity in the workplace.
- Learn what the law says about discrimination in the workplace.
- Know the difference between assimilation, acculturation, and multiculturalism.
- Learn strategies to resolve cultural conflict and build harmony in the workplace.
- Know the various forms of harassment.
- Identify the kinds of sexual harassment and their degrees of severity.
- Know the Reasonable Person Standard
- Learn strategies to avoid and deal with sexual harassment.
- Understand the parameters and issues surrounding jokes, innuendos, and banter at work.
- Identify bullying behavior.
- Learn strategies to avoid and deal with workplace bullying.
- Learn proactive strategies to prevent harassment and bullying.
- Learn how to report harassment and discrimination incidents and how to get help.

Outline:

Part 1: Respect and Fair Treatment at Work

Part 2: Ethics Essentials

Part 3: Harassment Policies

Part 4: Workplace Diversity

Part 5: Workplace Harassment

Part 6: Sexual Harassment

Part 7: Non-sexual Harassment and Bullying

Part 8: Reporting and Assistance