



RESPECT AND FAIR TREATMENT IN THE WORKPLACE SUPERVISORY COURSE

Instructor: Mark S. Putnam, M.Ed.

Course Length: 2.5 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 and build respect between people. It includes ethical decision-making strategies as well as specific information on workplace harassment and diversity issues. This course is geared toward supervisors but may be taken any level of employee.

***Note: The content of this course satisfies the State of California AB-1825 requirement for sexual harassment training for supervisory personnel.*

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.
- Know how to handle a sexual harassment complaint.
- Learn supervisory strategies to set a positive tone and preempt sexual harassment activities and complaints.
- Learn principles for educating employees on sexual harassment issues.
- Understand supervisor best practices for dealing 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.



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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: Supervisor Responsibilities
- Part 8: Non-sexual Harassment and Bullying
- Part 9: Reporting and Assistance

Assessment:

Final Exam – Online

Handouts:

- Course Outlines (for each section)
- Scenario Activities
- Worksheets