

It's been over 40 years since laws were passed prohibiting employment discrimination, harassment, and retaliation. And yet – employers continue to be plagued by a staggering number of claims involving such behavior. These claims can result in heavy financial liability for employers and have devastating workplace impacts. To minimize potential legal liability and ensure workplace harmony, employers should take preventive steps, including periodic workforce training.

The Council's on-site Harassment Awareness Training offers an affordable, convenient solution. Our objective is to provide employees and management no-nonsense guidance on what constitutes illegal discrimination, harassment, and retaliation and practical strategies to root out such behaviors. Council trainers routinely receive rave reviews for using effective, engaging teaching methods to present information in ways that are understandable and useable.

*"The instructor did a very good job. She was well prepared and tailored each session for the needs of the particular group. She facilitated an excellent discussion that sparked recognition of issues we need to address. Our president came to me afterward and said that he was impressed! I recommend this training."*

*John Gardiner, HR Manager  
SME Steel*

The training consists of two interactive modules incorporating group exercises, discussion, lecture, and video presentation. It is presented by Council legal staff who have several years of experience investigating and handling discrimination, harassment, and retaliation complaints. They present a dynamic, down-to-earth approach to these sensitive topics.

### **Module #1**

**Who:** Your company's entire workforce, including management

**Length:** 90 minutes

- Topics:**
- ▶ What constitutes discrimination, harassment, and retaliation
  - ▶ Strategies to avoid participating in these behaviors
  - ▶ Steps to take if you are offended, including self-help techniques and reporting options
  - ▶ Responsibilities if you see a co-worker being victimized

### **Module #2**

**Who:** Your company's supervisory and managerial level employees

**Length:** 90 minutes

- Topics:**
- ▶ Management's unique legal responsibility and employer liability issues
  - ▶ Steps to take if you receive a complaint of discrimination, harassment, or retaliation
  - ▶ Common management pitfalls when confronting or investigating these behaviors
  - ▶ Proactive management practices that help establish a harmonious workplace

**Scheduling Options:** This training can be scheduled all in one day or spread out over a couple of weeks. Multiple sessions can be scheduled to accommodate groups of more than 30 or different shifts.

**Cost:** \$399 for the first session  
\$299 for each additional session

**This training is available to Council members only.**