

“Workplace Harassment: Educate to Elevate Awareness”

Professional Development Training Series

1-hour Courses | 2-hour Courses

BEWARE: How These 21 Employment Practices are Discriminatory. (Management/Human Resources).

This course reviews a comprehensive list of discriminatory practices that you may not know were unlawful. Also, it will address how to prevent the discriminatory practices from occurring. This development training is intended to provide a resource to leadership personnel such as human resources professionals and managers.

Workplace Harassment: Defining Responsibilities, Examining Liabilities, and Avoiding \$1 Million Dollars in Damages. (Management/Human Resources).

This course defines the responsibilities of business owners and managers, as it relates to workplace harassment. There will be a thorough discussion about the consequences of failing to properly address and/or prevent workplace harassment. Also, there will be an analysis of the million-dollar punishments for various workplace harassment occurrences.

Fast Facts About Avoiding Discrimination in the Hiring Process. (Management/Human Resources).

In this course, it will identify unlawful discriminatory practices. It will also identify techniques and strategies for lawful employment recruiting. This development training is intended to engage leadership personnel such as human resources professionals and managers.

Let's Cut Right to the Chase! Proactive Leadership/Management is the BEST Workplace Harassment Prevention and Intervention Strategy (Management/Human Resources).

This course discusses why 40% to 60% of employees experience harassment in their places of employment, in addition to, emphasizing prevention and intervention techniques.

Workplace Harassment: What You Don't Know Can Cost You (All Employees)

This course provides an introduction into what workplace harassment is, which includes hostile working environment, sexual harassment, discrimination, and retaliation. The course will identify specific verbal, non-verbal, and physical harassing behaviors, the consequences of workplace harassment, and how all employees can do their part to maintain a safe work environment.

I Know, But Do YOU Really Know What Causes Workplace Harassment? (All Employees)

This course identifies the primary causes of workplace harassment and why they are the foundation of such inappropriate and dangerous behaviors.

The Nightmares of Workplace Harassment and Why it is Costing Employer's Millions (All Employees)

This course examines the primary causes of workplace harassment, related lawsuits, and court settlements.

Who is Protected Under EEOC Regulations? (All Employees)

The course lists and defines all protected classes according to Title VII of The Civil Rights Act of 1964, in which the Equal Employment Opportunity Commission (EEOC) enforces.

Unintentional Ways People Create Hostile Working Environments (All Employees)

The course discusses unintentional ways employees create hostile working environments without even knowing that they are.

16 Ways to Contribute to a Positive Working Environment in 60 Minutes (All Employees)

This course reveals various methods that can be used to create positive work environments and how to contribute to safe workplace as an employee or manager.

The Practical Guide to Reporting Workplace Harassment (All Employees)

This course discusses an overview on how employees should report workplace harassment and to manage realistic expectations of the employees and the employer.

Just Because Workplace Harassment is NOT reported, it Does Not Mean That it Does NOT Exist! (All Employees)

This course analyzes the staggering statistic that 70% to 90% of employees do not report workplace harassment occurrences, and why.

The Ins and Outs of the Workplace Harassment Investigation Process (All Employees)

This course identifies the common steps of a workplace harassment investigation from receiving a complaint to the conclusion of an investigation.

Workplace Violence: 2 million Victims Each Year and Counting (All Employees)

This course explores what workplace violence is, its causes, its deadly consequences, and proactive management.

The Consequences of Workplace Harassment and Why No One Wins (All Employees)

This course examines why workplace harassment exists and provides an in-depth look into its consequences as it relates to Equal Employment Opportunity (EEOC) lawsuits.

What you Need to Know About Diversity and Inclusion in the 21st Century (All Employees)

This course discusses diversity and inclusion in the workplace as well as various ways to incorporate a safer working environment.

Consensual Relationships in the Workplace: Seeing Hearts or Feeling Heartaches (All Employees)

This course reviews the pros and cons of engaging in a consensual dating relationship in the workplace in addition to examines fraternization policies.

Workplace Harassment: [www dot cyberbullying dot com](http://www.dotcyberbullying.com) (All Employees)

This course examines workplace harassment as it relates to cyberbullying, e-harassment, and social media.

4-hour Courses | 8-hour Courses | Up to 5-day Courses

Workplace Harassment: What You Don't Know WILL Cost You. (Management/Human Resources).

This course is designed specifically for leadership professionals. It provides a comprehensive analysis into what workplace harassment is, which includes hostile working environment, sexual harassment, discrimination, and retaliation. The course will identify specific unsafe behaviors/acts, intensively identify prevention measures, thoroughly discuss the manager's responsibilities, address prohibited employment practices, review consequences of workplace harassment, and much more. This course will provide management personnel with the adequate tools to (1) decrease workplace harassment within their organization and (2) resolve workplace harassment issues in a professional, fair, and neutral manner.

Workplace Harassment: What You Don't Know Can Cost You. (All Employees)

This is a comprehensive examination into what workplace harassment is, which includes hostile working environment, sexual harassment, discrimination, and retaliation. The course will identify specific verbal, non-verbal, and physical harassing behaviors, consequences of workplace harassment, and much more. Also, this course will intensively discuss practical deterrence methods and how all employees can contribute to a safer working environment.

The Basics of Conducting Professional Workplace Harassment Investigations. (2-day Course).

This course provides a "basic" introduction of what it takes to properly conduct an investigation into an allegation of workplace harassment, sexual harassment, retaliation, and/or discrimination. The "EEO Investigator Certification" a 5-day course is the advanced and recommended course to competently conduct a workplace harassment investigation.

*EEO Investigator Certification. (5-day course). *On-site training available- Online format coming soon.**

An EEO Investigator Certification is a 40-hour certification course. This specialized training will set human resources professionals and other management/leadership professionals above the rest. This course is highly recommended for individuals that conduct workplace harassment investigations for their organization/business. Note: Certified EEO Investigators are required to obtain at least 8 hours of continuing investigator training per year. Continuing education training can be in a variety of areas, such as EEO relations (sexual harassment, discrimination, retaliation, diversity and, inclusion), interviewing, report writing, effective speaking, human resources relations, etc.