



# TRAINING OUTLINE

**COURSE TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **INSTRUCTOR:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_

*Safety training was conducted on the above date by the instructor indicated. The following line items identify the topics covered during the training session.*

## SUMMARY OF TRAINING

### 1) Introduction

- a) Impact
  - i. Emotional
  - ii. Physical
  - iii. Financial
- b) Personal Liability
- c) Helpful Terms
- d) Standards

### 2) Abusive Behavior

- a) Incivility
- b) Bullying
  - i. Mean-spirited Humor
- c) Electronic Bullying
  - i. Persistence
  - ii. Permanence
  - iii. Crossing the Line
- d) Discrimination
  - i. Race
  - ii. Sex or Gender
    - 1. Gender Identity
    - 2. Gender Expression
    - 3. Sexual Orientation
    - 4. Transgender
    - 5. Pregnant/Nursing Mothers
  - iii. Age
  - iv. Disability

### 3) Harassment

- a) Hostile Work Environment
- b) Verbal Harassment
  - i. Jokes & Teasing



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- ii. Sexual Innuendos
- iii. Repeated Requests for Dates
- iv. Terms of Endearment
- v. Name-calling
- vi. Catcalling
- c) Visual Harassment
  - i. Images
  - ii. E-mails
  - iii. Gestures & Body Language
- d) Physical Harassment
  - i. Public Displays of Affection
  - ii. Sexual Assault
- e) Quid Pro Quo

## 4) Employer's Duties

- a) Provide Training
- b) Refresher Training
- c) Workplace Culture
  - i. Fairness
  - ii. Honesty
  - iii. Integrity
  - iv. Respect
  - v. Focus on Others
  - vi. Build Bridges
  - vii. Be Self-aware
  - viii. Speak Respectfully
  - ix. Speak Up
  - x. Be Aware of Others
  - xi. Be Authentic
- d) Fair Hiring Practices
  - i. Hiring Policy
  - ii. Gender Stereotypes
  - iii. Inclusive Job Ads
  - iv. Blind Hiring
- e) Harassment Policy
  - i. Define Harassment
  - ii. Outline Reporting Process
  - iii. State Intolerance of Harassment
  - iv. List Penalties



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- v. Ensure Action
- f) Investigations
  - i. Plan
  - ii. Interview Victim
  - iii. Interview Accused
  - iv. Interview Witnesses
  - v. Reach a Conclusion
  - vi. Follow Up
- 5) Employee Recourse**
  - a) Speak Up
  - b) Document
  - c) Reporting
- 6) Myths & Misconceptions**
- 7) Conclusion**