



# 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
- b) Personal Liability
- c) Helpful Terms
- d) Standards
- e) EEOC

### 2) Abusive Behavior

- a) Incivility
- b) Bullying
- c) Electronic Bullying
- d) Discrimination

### 3) Harassment

- a) Hostile Work Environment
- b) Verbal Harassment
- c) Visual Harassment
- d) Physical Harassment
- e) Quid Pro Quo

### 4) Employer's Duties

- a) Provide Training
- b) Workplace Culture
- c) Fair Hiring Practices
- d) Harassment Policy
- e) Investigations
- f) Retaliation

### 5) Employee Recourse

- a) Zero Tolerance Policy
- b) Speak Up
- c) Document
- d) Reporting

### 6) Myths & Misconceptions



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## 7) Conclusion