



# 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) Standards
  - b) Why Training?
- 2) General Information
  - a) Terms
- 3) Work Environment
  - a) Verbal Harassment
    - i. Sexual Innuendos
    - ii. Jokes & Teasing
    - iii. Terms of Endearment
    - iv. Repeated Requests for Dates
    - v. Catcalling
  - b) Visual Harassment
    - i. Emails
    - ii. Social Media
    - iii. Gestures & Body Language
  - c) Physical Harassment
    - i. Public Displays of Affection
    - ii. Sexual Assault
  - d) Impact
    - i. Emotional & Mental
    - ii. Physical
    - iii. Financial
    - iv. Economic
- 4) Know Your Rights
  - a) Recourse
    - i. Speak Up
    - ii. Document Harassment
    - iii. Reporting
    - iv. File Charges



# TRAINING OUTLINE

v. Litigation

5) Conclusion