

COURSE CONTENT OVERVIEW

Sexual Harassment Training for Managers and Supervisors

This Sexual Harassment for Managers and Supervisors course aims to help you recognise when sexual harassment is taking place in your workplace and put measures in place to prevent it. The course helps you to recognise which behaviours and risk factors to look out for and explains the impact harassment can have on workers. It also outlines the policies and procedures your company should have in place for preventing sexual harassment and dealing with employee concerns so that you can address complaints effectively and professionally.

Module One: What is Sexual Harassment?

This module explains what is meant by sexual harassment and considers which behaviours and comments could be seen as harassing. The module also looks at the impact sexual harassment can have on people and the laws that are in place to protect employees.

- What is sexual harassment?
- Sexual harassment in the workplace
- Sexual harassment myths
- When does sexual harassment happen and who perpetrates it?
- The impact of sexual harassment
- The law

Module Two: Sexual Harassment in the Workplace

This module explains more about the danger zone behaviours and comments to look out for that may indicate sexual harassment is taking place in your workplace.

- Definitions of sexual harassment
- Who is vulnerable to sexual harassment?
- Characteristics of perpetrators
- Identifying sexual harassment
- Danger zone behaviours
- Risk factors
- Assessing the risk of harassment
- Positive workplace culture

Module Three: Policies and Procedures

This module details what procedures your company should have in place to help prevent sexual harassment and to ensure employees can report their concerns appropriately.

- Duty of care
- Sexual harassment policy
- Handling a complaint
- The grievance process and employment tribunals
- Criminal offences

Module Four: Supporting Employees

This module provides advice on how to effectively listen to employee concerns and how to support them in line with your company procedures.

- Listening to a complaint
- Confidentiality
- Professional support
- Sickness absence
- Return to work

Aims of the training

By the end of this course, you will:

- Recognise what is meant by the term 'sexual harassment'.
- Understand the law surrounding sexual harassment, including the Equality Act, and be aware of your legal responsibilities to protect your employees from sexual harassment.
- Know what inappropriate behaviours and comments are, both in the workplace and online.
- Know how to establish and carry out an internal investigation with your company's complaints procedure and policy.