

Preventing Workplace Harassment

All New in 2021!

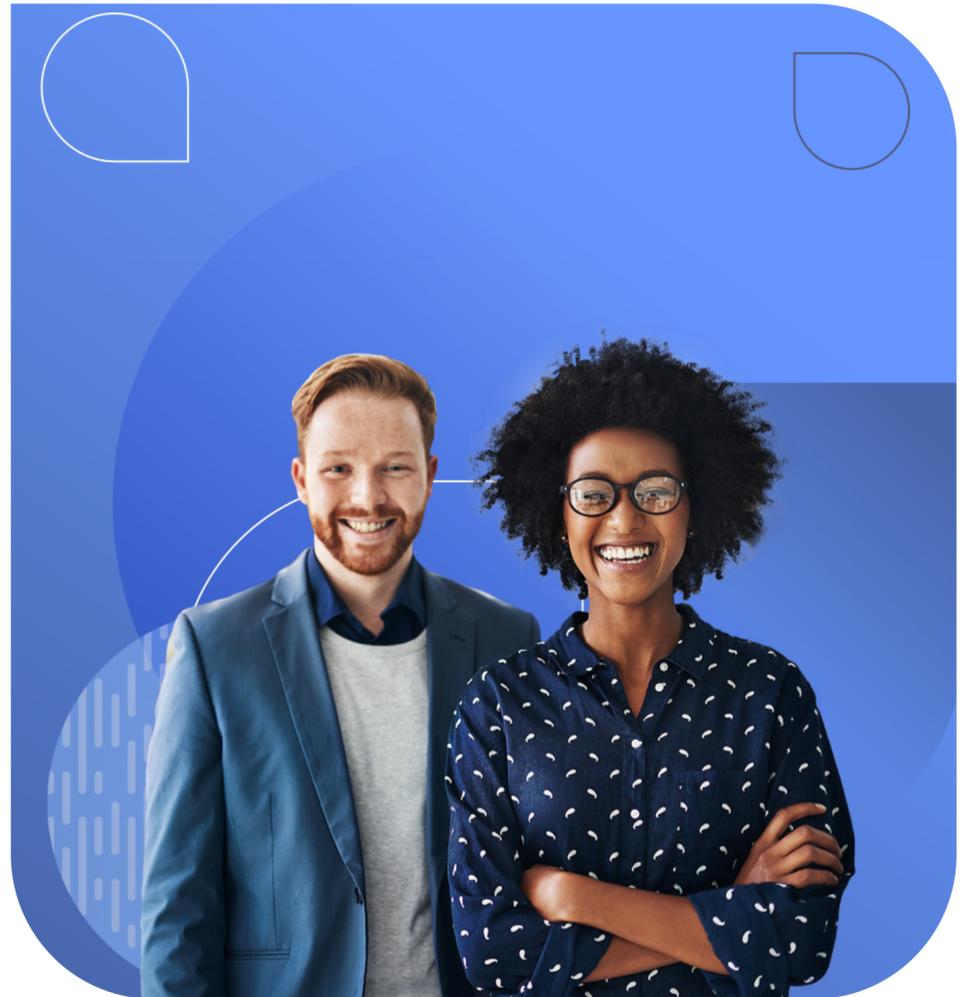
Preventing Workplace Harassment, version 11, provides the shared language of the Workplace Color Spectrum® so people can color code conduct, not people, and give instant feedback to course correct in real time.

Version 11 also introduces Emtrain's proprietary framework of the Workplace Social Indicators™ as a method for identifying, measuring and managing the organizational and employee behaviors that if left unchecked, lead to disrespect, exclusion, marginalization, and ultimately, to unlawful harassment.

This course enables you to:

- Meet state mandated training regulations (which Emtrain helped amend in California)
- Use a shared language to enable feedback, common ground and a tool to course correct in real time
- Identify, measure and manage the organizational and employee behaviors that lead to disrespect
- Benchmark your workplace culture against others and leverage Emtrain's content, data, and ecosystem of experts to help you improve your culture

Our course meets all training requirements related to sexual harassment and bullying, including those in California (AB1825, AB2053, SB396, and SB1343), New York State (NYHRL/§201-G), New York City (Local Law 96), Illinois (IHRA/WTA/§§2-109, 2.110), Delaware (DEA/HC 360), Connecticut (§46A), New Jersey, Delaware (HB 360/§711A) and Maine (§807).



Course Versions

- US 120 mins (Timed or Untimed)
- US 70 mins (Timed or Untimed)
- US 60 mins (Timed or Untimed)
- US 35 mins (Timed or Untimed)

Languages

- English and 50 Machine Translation Options

Required Course Elements

- A PDF of, or link to, your written harassment policy for acknowledgment

Included Resources

- Workplace Color Spectrum Infographic
- Checklist: Retaliation
- Checklist: Dating
- Checklist: After Hours Conduct

Program Timer



Lesson	Description	US 60	US 35	US 120	US 70
<p>What is Respect?</p>	<p>Introduction to the course and why the topic of respect or conversely, harassment, is not as straightforward and simple as people may think.</p>	✓	✓	✓	✓
<p>What Gets in the Way of Respect?</p>	<p>This lesson covers the dynamics of respectful conduct - or what we call the Workplace Social Indicators™. As validated by organizational psychologists, disrespect and conflict are the result when there's unhealthy levels of in-group/out-group dynamics, power dynamics, established norms of behavior, unconscious bias, social intelligence and the pre-existing mindsets of individual employees. This lesson provides employers and employees with a common framework for unpacking and understanding conflict and disrespect.</p>	✓	✓	✓	✓
<p>The Workplace Color Spectrum® Tool</p>	<p>Emtrain's proprietary system for color coding conduct, not people, so employees and managers can easily give feedback on actions in real time and course correct at the earliest opportunity.</p>	✓	✓	✓	✓
<p>What's Unlawful Harassment?</p>	<p>Lesson that covers the legal elements of sexual and other forms of harassment and laws that prohibit harassment.</p>	✓	✓	✓	✓
<p>What Are Protected Characteristics?</p>	<p>This lesson addresses the different protected characteristics that vary state to state and those covered by the federal government. This lesson includes a map of states so that people can check their state to see which personal characteristics are protected by law, as well as view the website for their state agency.</p>	✓	✓	✓	✓



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<p>Bullying and Aggressive Behavior</p>	<p>This lesson is for managers and meets California’s training regulation requiring education for managers on bullying. In this lesson, we see how some managers can be reactive to situations and stress and transfer their reactions and stress to subordinate employees in an undisciplined and unproductive way, and which appears to the employee as bullying and abusive conduct.</p>	✓		✓	
<p>Types of Harassment</p>	<p>This lesson covers the legal elements of quid pro quo and hostile work environment types of harassment.</p>	✓	✓	✓	✓
<p>What Makes Conduct Unwelcome?</p>	<p>In this lesson, we address the legal element of unwelcome conduct and how harassment consists of conduct that is both subjectively and objectively offensive and unwelcome to people observing and/or experiencing the conduct.</p>	✓	✓	✓	✓
<p>What Makes Conduct Red and Toxic?</p>	<p>In this lesson, Emtrain outlines both the New York State standard of non-trivial conduct based on protected characteristics as well as the predominant standard (of the federal government, California and the other states) of severe and pervasive conduct based on protected characteristics, which creates unlawful harassment; and what Emtrain refers to as “red and toxic” conduct.</p>	✓	✓	✓	✓
<p>Who Can Be a Harasser?</p>	<p>This lesson addresses the issue that anyone who interacts with the workforce could engage in harassment (e.g., vendor, partner, client, etc.) and the same is true for people who are victims of harassment (e.g., interns, freelancers, etc.)</p>	✓	✓	✓	✓



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Forms of Disrespectful Conduct and Harassment	Harassing or inappropriate conduct comes in all forms; it's not just comments people make. The conduct can be visual or physical, in addition to verbal.	✓		✓	
Bystanders to Upstanders	Per the State of New York, employers with employees who reside in New York must train on the concept of bystanders to harassment in an effort to encourage a workplace culture where the established norm of behavior is "see something, say something." We all have power to influence behavior, no matter what our role is in a business. This lesson addresses this concept and explores the power that each of us has to make a difference in our workplace culture.	✓	✓	✓	✓
Ethnicity and Stereotypes	A South Eastern Asian American pokes fun at his family and culture, and it makes a co-worker feel uncomfortable and undermines respectful norms of behavior.			✓	✓
Race and Assumptions	When people are not acknowledged for their position or role and instead, are "typecast" in another role based on their gender or race, it is demoralizing and disrespectful.			✓	
Common Situations	There are a few common situations that seem to find their way into claims of harassment on a regular basis. Knowing which situations tend to go orange quickly can help all of us maintain a more healthy workplace culture.			✓	✓
Using Your Power	In most harassment situations, someone outside the situation often knows what's going on. What is the role of the bystander? And how do you go from being a passive bystander to someone who takes action?			✓	✓



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Power Disparity	Sometimes we don't appreciate that we may have a more empowered situation than a co-worker and we don't think how our words or actions may affect them. The key is to shift our perspective and think about a situation from our co-worker's view.			✓	
Out-Group Exclusion	Excluding people because they're different - different gender, different race, any other different personal characteristics, creates distrust and a sense of in-group/out-group dynamics that creates conflict.			✓	✓
Us vs. Them	Different social views can highlight different identities which require respect.			✓	✓
Language and Culture	Speaking different languages in the workplace can sometimes create in-group/out-group dynamics and harassment if left unchecked.			✓	✓
Disability and Medical Conditions	When employees present with a potential disability, it's important for managers not to allow their pre-existing mindsets and biases influence their actions towards that employee.			✓	
Ageism	Sometimes we make comments without thinking about the impact on others - and whether they might involve protected characteristics, such as age. But our comments have consequences. The key is to shift our point of view.			✓	✓
Sexual Orientation	Matters relating to our personal lives - including sexual orientation - are bound to come up from time to time at work. And it can be difficult for some people to understand or relate to different life experiences. How we manage our reactions to those differences impact our workplace culture.			✓	✓



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Pronouns	Issues related to transgender, non-binary and gender identity in general are evolving and new to some people. But the basics of respect for human dignity are the same and they go both ways. Respect for different gender identities and respect for people who are learning and trying to understand.			✓	✓
Retaliation	All employees must be taught about retaliation and their legal protection from retaliation. In this lesson, we cover the legal elements of retaliation.	✓	✓	✓	✓
The Manager's Role	Managers are agents of the employer which means their actions or omissions can create liability and culture problems for the employer. In this lesson, we cover managers' role in influencing respectful behavior, stopping bad behavior either directly or by reporting it up, and preventing or stopping retaliation against others who express their concerns about workplace conduct.	✓		✓	
Reporting, Investigations and Workplace Policies	Per the legal training mandates of California, Connecticut, Illinois, New York (and soon New Jersey), all employers must educate their employees on their workplace policies that prevent harassment, how to report concerns of harassment and the employer's investigation when concerns are reported. All employers must have their own harassment prevention policy to highlight in this lesson. For employers who lack a policy, Emtrain provides a harassment prevention policy template that can be used to create an employer policy.	✓	✓	✓	✓
Provide Your Feedback	You can't change what you don't measure!! And that's true here at Emtrain as well. This is Emtrain's method of pulsing our learners to understand what's working and what's not so we can continually improve our education of your employees!	✓	✓	✓	✓