Preventing Workplace Harrassment (US)

New in 2023!

Preventing Workplace Harassment, version 12, 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 12 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

Interactive polling questions in the course give employers real insight into how learners feel about the concepts and culture skills presented. And Emtrain's innovative Ask the Expert feature gives learners direct access to course experts.

Course Versions
- **US 30 mins A**
- **US 60 mins A**
- **US 30 mins B**
- **US 60 mins B**
- **US 60 mins AB**
- **US 120 mins AB**

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
- Complaint Decision Tree to characterize conduct
- Checklist: Retaliation

Program Timer

Lesson	Description	US 30A	US 60A	US 30B	US 60B	US 60AB	US 120AB
What is Respect?	An introduction to the purpose and goals of this course.	✓	✓			✓	✓
Developing Our Respect Skill	An introduction to 2nd part of Preventing Workplace Harassment 12			✓	✓		
The Laws and Framework*	A refresher of the legal framework for workplace harassment and Emtrain's Workplace Color Spectrum®, providing a shared language to color code conduct, not people.			✓	✓		
The Workplace Color Spectrum® Tool	Explaining what the Workplace Color Spectrum is and how it can help managers and employees understand and categorize their conduct — and the conduct of others.	✓	✓			✓	✓
What is Unlawful Harassment?*	Workplace harassment always involves conduct or comments relating to "protected characteristics." But what are "protected characteristics?" Where do they come from? Which ones apply in my workplace?	✓	✓			✓	✓
Bullying and Aggressive Behavior*	This lesson helps the workforce understand, identify, and measure aggressive, bullying behavior in the workplace.	✓	✓			✓	✓
Types and Forms of Harassment*	Workplace Harassment always involves conduct that meets certain legal criteria and is unlawful. What kind of conduct is that? What is Quid Pro Quo harassment? What is a Hostile Work Environment?	✓	✓			✓	✓

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What What Makes Conduct Unwelcome?*	A hostile work environment always involves "unwelcome conduct." What is it and how do you know when your words or actions are "unwelcome?"	✓	✓			✓	✓
What Makes Conduct Red and Toxic?*	Red conduct is almost always illegal and always negatively impacts work culture. What does it look like? And how do you know when your conduct crosses the line?	✓	✓			✓	✓
Who Can Be Involved in Harassment?*	Explaining the reach of workplace harassment laws, who is protected, and who can be an offender.	✓	✓			✓	✓
Common Situations	There are a few common situations that seem to find their way into harassment situations (or employee conflicts) on a regular basis. Proactively knowing which situations tend to create employee conflicts and potential harassment can help all of us maintain a more healthy workplace culture.		✓			✓	✓
Tricky Situations	Help prevent potential problems by familiarizing yourself with some typical situations that can result in harassment or employee conflict.			✓	✓		
Bystanders to Upstanders*	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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Respect in the Chat App	As more and more people are working remotely, digital communications have become a crucial tool. Learn the best practices for digital communications whether email, instant messaging, etc.		✓				✓
Pronouns and Gender Identity	Being trans, nonbinary, or gender non-conforming is a new concept for many people. But the basics for showing respect remain the same, even when navigating unfamiliar situations. In this lesson, we give the best practices for learning your co-workers' pronouns, and how to treat trans and non-binary people with respect.		✓				✓
Respecting Natural Hair	Our culture and background influence how we move through the world, including how we show up to work. This lesson covers the importance of understanding different cultural styles, and particularly focuses on the discrimination Black people have faced in the workplace for wearing their natural hair/hairstyles.		✓				✓
Mental Health and Respect	This lesson covers issues related to mental health and not shaming or embarrassing someone because of mental health issues they may have.		✓				✓
Managers are Culture Leaders	Managers are the "eyes and the ears" of the business and therefore, have a duty to help create and safeguard the cultural norms of behavior.						✓

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Culture Wars	As our workplaces become more diverse — and we learn more about respect and inclusion — behavioral norms in the workplace are changing. It can be frustrating, and feel hard to keep up, but it's worth our time and effort to create more inclusive, productive, and happier teams.			✓	✓	✓	✓
Veteran Status	Veterans are protected under US law, yet experience discrimination when people assume they have PTSD from combat, and that they're better at jobs where they follow orders.			✓	✓	✓	✓
Workplace Gossip	We all talk about our personal lives at work, but gossiping about our co-workers is toxic and harmful to our workplace culture. Learn to identify gossip and how you should respond.			✓	✓	✓	✓
Fostering Healthy Norms	Part of establishing healthy norms of behavior is learning how to give and receive feedback. It means being intentional about our words and making respectful communication a goal.				✓		✓
Us vs. Them	Every person has basic need to belong. But when the groups we belong to compete, it ends up dividing society instead bringing us together.				✓		✓

Lesson	Description	US 30A	US 60A	US 30B	US 60B	US 60AB	US 120AB
Inclusive vs. Ableist Language	Many of the words we use are ableist — meaning they belittle or devalue those with a physical or mental disability. Learn some great alternatives.			✓	✓	✓	✓
Disability and Medical Conditions	When employees present with a medical condition or potential disability, it's important that managers not make assumptions or to allow their pre-existing mindsets and biases to influence their actions towards that employee.				✓		✓
Handling Disrespect	It's never okay to be disrespected because of your personal protected characteristics. But it happens. How you handle it can make a difference in moving past the insult and getting to the core of the work to be done.						✓
Ageism	Making demoralizing comments about someone's age — or treating them differently because of it — is a problem because age is a protected characteristic.				✓		✓
Sexual Orientation	Harassing gay, lesbian, bisexual, and other individuals based on their sexual orientation is strictly forbidden. Even if you don't fully understand or agree, there are some simple ways to be respectful.			✓	✓	✓	✓

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Equitable Experiences	Our laws are designed to ensure equity and a level playing field between people, regardless of their race, gender, age, etc. And that includes all aspects of the employee experience for each individual in the organization.				✓		✓
Parenthood at Work	With more people working from home, family and work are more integrated than ever before. Family status is a federally protected characteristic. Learn how to differentiate short term needs from longer term performance issues — especially for parents trying to do their best in both arenas.						✓
Social and Political Issues	With heightened political rhetoric in our society, we need to take extra care to be respectful within our organizations. This means being thoughtful about what we do and say at work — and on social media.				✓		✓
Discipline and Disabilities	How does a manager deal with an employee with a mental illness that is impacting the workplace? How about chronic absenteeism? Mishandling discipline can lead to legal headaches.				✓		✓
Using Your Power*	When you see inappropriate, biased, or harassing behavior in your workplace you have an obligation to speak up and be a part of the solution. Upstanders are responsible for helping to maintain a healthy workplace culture.			✓	✓	✓	✓

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Retaliation*	Employees have a right to raise a concern or complaint without fear of retaliation. But what is retaliation — and when do work decisions cross the line?	✓	✓			✓	✓
Manager's Obligation	A strong manager is a role model for respectful behavior and considers the workplace experience of everyone on the team. Strong managers also address inappropriate behavior before it creates conflict.				✓		
The Manager's Role*	Managers play a key role in ensuring a healthy work culture. They set the tone. They are the eyes and ears of the employer. And they are the ones who often navigate tricky people and harassment issues.		✓				✓
Reporting, Investigations, and Workplace Policies*	Per the legal training mandates in several states, 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.	✓	✓	✓	✓	✓	✓

Lesson	Description	US 30A	US 60A	US 30B	US 60B	US 60AB	US 120AB
Provide Your Feedback	A post-program survey on the learning experience.	✓	✓	✓	✓	✓	✓

*Contains legal and/or compliance information