



COURSE

# Preventing Workplace Harassment — US

13th Edition Respect

## Come for the Content, Stay for the Data with Our New Harassment Training Course

Creating a respectful workplace is essential for any organization, but it's not always easy. Today, harassment takes on many forms, and preventing it requires more than just checking a box. Emtrain's Preventing Workplace Harassment Course takes a skills-based approach to training employees. Our Course not only guards against potentially harassing behavior but also equips employees with the skills to work through differences, and foster a culture of inclusion and respect.

### A Single Course for All States

Emtrain's all-new 2023 Preventing Workplace Harassment Course meets all state and federal mandates. HR program managers only need to roll out a single Course to all employees across the entire U.S. What makes our Preventing Workplace Harassment Course so unique?

- We update our Course content every year, so your training is always topical and contemporary.
- Our skills-based approach to training gives employees and managers the tools they need to manage disrespect, misconduct and other workplace issues with grace, and efficiency.
- In-Course employee sentiment surveys pulse your employees on workplace culture issues like unhealthy power dynamics and in-group/out-group correlations.

### Course Features

- Access to our Anonymous Ask the Expert tool
- Rich video scenarios based on real-world events
- Built-in employee sentiment surveys
- 50+ Machine Translation Options
- Optional program timer
- Policy acknowledgement tool
- Extensive customization options

#### VERSIONS

- Part A (30 min)
- Part A (60 min)
- Part AB (60 min)
- Part AB (120 min)

#### WHAT'S COVERED

- [AB 1825](#)
- [Ageism](#)
- [Bystander To Upstander](#)
- [First Amendment](#)
- [Forms Of Harassment](#)
- [Gender Identity](#)
- [Generational Conflict](#)
- [Hostile Work Environment](#)
- [Investigations](#)
- [Manager's Duty To Report](#)
- [Mental Health](#)
- [Neurodiversity](#)
- [Off-Duty Conduct](#)
- [Office Romance](#)
- [Protected Characteristics](#)
- [Quid Pro Quo](#)

Lessons	Part A (30 min)	Part A (60 min)	Part AB (60 min)	Part AB (120 min)
Respect is a Skill	✓	✓	✓	✓

- [Retaliation](#)
- [SB 1343](#)
- [Severe & Pervasive](#)
- [Sexual Orientation](#)
- [Toxic Workplace](#)
- [Unwelcome Conduct](#)
- [Workplace Color Spectrum](#)

COURSE EXPERTS

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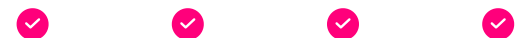
An introduction to the purpose and goals of this course. Also, an introduction to the concept that team dynamics are influenced by peoples' culture skills.

**The Workplace Color Spectrum® Tool**



This lesson explains the Workplace Color Spectrum 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 they, and which ones apply in my workplace?

**Bullying and Aggressive Behavior**



Help your employees understand, identify, and stop aggressive, bullying behavior in the workplace.

**Types and Forms of Harassment**



Teach learners about the different types of harassment and how "quid pro quo" is different than "hostile work environment".

**What is Unwelcome Conduct?**



A hostile work environment always involves "unwelcome conduct." This lesson addresses how to determine when conduct is legally considered "unwelcome."

**Red and Toxic Conduct**



Red conduct is illegal and negatively impacts work culture. Help employees determine what it looks like and how to know when conduct is crossing the line from orange to red.

**Who Can Be Involved in Harassment?**



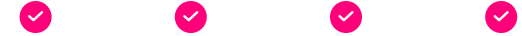
This lesson explains the reach of workplace harassment laws, who is protected, and who can be liable for harassing conduct.

**Common Situations**



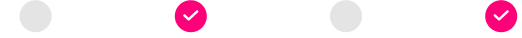
There are a few common situations that seem to regularly lead to claims of harassment. By learning to recognize these situations, we can mitigate conflict and harassment, helping maintain a healthier workplace culture.

### Bystanders to Upstanders



In most harassment situations, someone outside the conflict knows what's going on. How do you go from being a passive bystander to an upstander who takes action to de-escalate the problem and uphold respectful norms of behavior?

### Ageism



This lesson helps learners recognize ageist comments and actions, emphasizing that age is a legally protected characteristic and treating someone differently because of it is a workplace issue.

### Gossip at Work



We all talk about our personal lives at work, and it's easy to cross the line from chatter to negative gossip. This lesson teaches people to identify and stop gossip situations as quickly as possible to prevent harm to co-workers.

### First Amendment Rights



This lesson clarifies the limits of workplace speech, helping employees understand the difference between First Amendment rights and their responsibility to align speech with corporate values.

### Generational Conflict



Help learners understand how generational differences, shaped by life experiences, can lead to workplace conflict and disrespect in today's multigenerational workforce.

### Mental Health and Empathy



This lesson highlights the importance of treating employees with disabilities, including mental health conditions, with empathy and respect. It offers guidance for addressing performance concerns, reducing friction, and collaborating with HR to provide proper support.

### Equitable Experiences



Our laws and policies 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, including processes and systems and how they're applied to people.

### Digital Communications



As more people are working remotely, digital communications have become a crucial tool. Learn the best practices for digital communications whether email, instant messaging, etc., while preserving a respectful workplace.

### Parenthood at Work



This lesson explores family status as a protected characteristic and emphasizes the importance of being empathetic and flexible with working parents. It highlights the need to avoid stereotypes and assumptions, fostering a supportive and inclusive workplace.

### Gender Identity, Expression, and Transition



Equip employees with the knowledge and tools to create a respectful and inclusive workplace for trans, non-binary, and gender non-conforming colleagues. This lesson focuses on understanding gender diversity, using appropriate language, and fostering a supportive environment where everyone feels valued and respected.

### In-Groups and Out-Groups



Everyone has a need to belong, leading to "in-groups" and "out-groups" in the workplace, based on shared identities and communities. This lesson helps learners recognize these dynamics and promote inclusivity to reduce friction.

### Weight Stigma and Sizeism



Some states protect employees based on their physical size. This lesson reminds everyone to be respectful of others, regardless of their weight or appearance.

### Religion and Respect



Religion is a protected characteristic, and it's important to be respectful and inclusive of the spiritual and religious practices of our co-workers — even if you do not personally share the same beliefs.

### Supporting Neurodiversity



Neurodiversity reflects how individuals process information differently, often causing unintended friction between neurotypical and neurodivergent people. This lesson fosters understanding and supports an inclusive workplace for neurodiverse employees.

### Behaviors Over Beliefs



Help employees understand that their behavior, actions, and words must align with the law as well as our organization's values, rules, and policies — regardless of personal beliefs.

### Power Dynamics



Harassment is about someone in power making a less powerful person feel disrespected, marginalized, etc. It's important to learn how to use power to minimize disrespect and promote a respectful workplace environment.

### Assumptions and Harassment



Making assumptions about people based on their legally protected characteristics will often alienate people and create conflict, including people feeling like they are experiencing harassment.

### Veteran Status



Veterans are legally protected but often face bias and harassment due to assumptions about their military service. This lesson helps learners recognize and address inappropriate workplace conduct toward veterans.

### Race, Ethnicity, and Inclusion



Racial harassment is a common workplace complaint. Referencing someone's race risks offending or making them feel "othered," especially when they already feel marginalized.

### Retaliation



Employees have a right to raise a concern or complaint without fear of retaliation. This lesson teaches learners about when a situation, and a management action crosses the line and may give the appearance of retaliation.

### The Manager's Role



Managers shape workplace culture by modeling respect and addressing behavior issues. This lesson highlights their role as the employer's "eyes and ears" in handling people and harassment concerns.

### Reporting, Investigations, and Workplace Policies



This lesson teaches employees how and where to report concerns of harassment, and outlines the employer's investigation process 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.