



COURSE

Preventing Workplace Harassment — Global

Respect



Special Training for Non-U.S. Based Employees

As our workforces become more varied with people of different generations, races and ethnicities working with each other, we need to remember that we all have different expectations of “respectful” behavior, which is why we recommend an annual respect training program to build a shared language and establish the clear ‘norms of behavior’ for your workforce. This Global Workplace Violence and Harassment training Course teaches employees to recognize the kind of conduct that frequently forms the basis of harassment claims but is seldom recognized as unlawful. It helps employees understand what harassment is, and how to practically and effectively avoid conduct that could lead to harassment situations.

Course Description

This course educates managers based outside the U.S. or doing business outside the U.S on workplace bullying, violence, and harassment. It includes engaging video scenarios and practical manager checklists and guidance. It also includes language, spelling, and references appropriate for an international audience.

Key Concepts

- How to navigate employee conflict with our Workplace Color Spectrum™.
- What is psychological harassment?
- What are protected grounds?
- Teaches learners about what is or is not harassment, which may decrease frivolous workplace claims
- How to identify workplace situations that could evolve into harassment situations
- How to empathize with employees who are uncomfortable
- How to describe your harassment prevention policy and how to respond to complaints

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

All Employees (60 min)

WHAT'S COVERED

- [Bullying](#)
- [Bystander To Upstander](#)
- [Causal Connection](#)
- [Forms Of Harassment](#)
- [Gender Identity](#)
- [Hostile Work Environment](#)
- [Investigations](#)
- [Manager's Duty To Report](#)
- [Negative Job Action](#)
- [Off-Duty Conduct](#)
- [Office Romance](#)
- [Protected Activity](#)
- [Protected Grounds](#)
- [Psychological Harassment](#)
- [Quid Pro Quo](#)
- [Reprisal](#)
- [Severe & Pervasive](#)
- [Sexual Orientation](#)
- [Toxic Workplace](#)
- [Unwelcome Conduct](#)
- [Victimisation](#)

Lessons

What is Respect?

An introduction to the purpose and goals of this course.

The Workplace Colour Spectrum® Tool

Explaining what the Workplace Colour Spectrum is and how it can help managers and employees understand and categorise their conduct – and the conduct of others.

What Is Unlawful Harassment?

How do you know if behaviour qualifies as harassment? Review the legal definition and elements of harassment, including "protected grounds". What are protected grounds? Where do they come from? Which ones apply in your workplace?

Bullying and Vexatious Behaviour

This lesson helps the workforce understand, identify, and measure vexatious and bullying behaviour in the workplace.

Different Forms of Harassment

Workplace Harassment always involves conduct that meets certain legal criteria and is unlawful. What kind of conduct is that? Review the different forms of harassing conduct.

What Makes Conduct Unwanted?

A hostile work environment always involves "unwanted conduct." What is it and how do you know when your words or actions are "unwanted?"

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

Bystanders to Upstanders

In most harassment situations, someone outside the situation 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?

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' pro

Mental Health and Respect

This lesson examines issues related to mental health and educates against shaming or embarrassing someone because of mental health concerns that they have.

Victimisation

Employees have a right to raise a concern or complaint without fear of victimisation. But what is victimisation — and when do work decisions cross the line?

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 emplo

Provide Your Feedback

A post-program survey on the learning experience.