



Preventing Workplace Harassment New York Version 2020

2019 Course Lessons	New Lesson?	New Video?	New Content?
<p>Developing Your Workplace Respect Skills (536) An introduction to the purpose and goals of this course.</p>		✓ Intro (1812)	
<p>What Gets in the Way of Respect? (537) Examining four root causes that can lead to disrespect in the workplace: power disparity, us vs. them, low social radar, and unhealthy work culture.</p>			
<p>The Workplace Color Spectrum® Tool (782) 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.</p>			
<p>What's Unlawful Harassment? (475) Workplace harassment and sexual harassment are terms that people often throw around. But what are their actual definitions?</p>			
<p>What Are Protected Characteristics? (478) 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?</p>		✓ Typhoid Tommy (1815)	✓
<p>Types of Harassment (783) 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?</p>			



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<p>What Makes Conduct Unwelcome? (543) A hostile work environment always involves "unwelcome conduct." What is it and how do you know when your words or actions are "unwelcome?"</p>		✓ Blindsided (1817)	✓
<p>What Makes a Culture Toxic and Red? (784) A hostile work environment always involves words or actions that are either "severe" or "pervasive." What does that mean? How do you know when your conduct crosses the line? And aside from harassment issues, how does that kind of conduct impact work culture?</p>			
<p>Who Can Be a Harasser? (545) Explaining the reach of workplace harassment laws, who is protected, and who can be an offender.</p>			
<p>Forms of Disrespectful and Harassing Conduct (785) Giving examples of the kinds of verbal, visual and physical conduct that violate laws and impact a healthy workplace culture.</p>			
<p>Retaliation (547) 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?</p>		✓ One Step Forward, Two Steps Back (1821)	✓



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<p>The Manager's Role (786) 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.</p>		<p style="text-align: center;">✓ I Didn't Even Notice (1822)</p>	<p style="text-align: center;">✓</p>
<p>Mistaken Identity (550) Matters relating to our personal lives - including sexual orientation - are bound to come up from time to time at work. But undue or unwanted attention to them can create conflict and lead to problems.</p>	<p style="text-align: center;">Part of the Club Matters relating to our personal lives - including sexual orientation - are bound to come up from time to time at work. Unwanted attention or immature conduct can create conflict and lead to problems.</p>	<p style="text-align: center;">✓ Part of the Club (1823)</p>	<p style="text-align: center;">✓</p>
<p>The Son (551) Comments and actions relating to someone's race and ethnicity can be particularly difficult. They can create harassment issues - and, as importantly, destroy trust, camaraderie and inclusion.</p>			<p style="text-align: center;">✓</p>
<p>My Name Is Jennifer (787) Issues related to transgender co-workers have hit the news and are new to some people. But the basics of respect are the same and help create a healthy workplace for everyone.</p>			



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<p>Awkward Missteps (788)</p> <p>Everyone eventually puts their foot in their mouth. That's human. But knowing you did it and knowing how to fix it can stop a misstep from creating conflict and harassment claims.</p>	<p style="text-align: center;">Just Say No?</p> <p>By definition, the title of manager comes with authority. Sometimes managers forget that "they're the boss" - but employees rarely do. That makes it hard for employees to say "no" to a manager - even in casual situations.</p>	<p>✓</p> <p>Cutting Loose (1834)</p>	<p>✓</p>
<p>The Dancing Machine (791)</p> <p>After hours or offsite work events can be a great way to build teams and celebrate success. But they are still work events - and forgetting that can lead to conflict and change the way your co-workers view you.</p>	<p style="text-align: center;">Just the Way We Do Things</p> <p>Everyone wants a healthy workplace - but what does that mean? We're all human, so a healthy workplace isn't perfect and doesn't mean nobody will ever misstep. But being able to give and receive feedback is a key skill that can help us build a work culture that works for everyone.</p>	<p>✓</p> <p>Message Sent and Receive (1830)</p>	<p>✓</p>
<p>The Bully at Work (772)</p> <p>Bullying behavior is different from harassment - but can really hurt our ability to work together. What is bullying - and what does it do to our work culture?</p>			



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<p>Bystanders to Upstanders (790) 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?</p>			
<p>Reporting, Investigations and Workplace Policies (794)</p>			
<p>Post-Program Survey (796)</p>			