

# Preventing Harassment and Discrimination in the Workplace | Supervisors

## Course Outline – Supervisors

*Includes pre- and post-surveys*

Module	Learning Objectives	# of Configurable Pages
<b>Building Positive Workplaces: Supervisors</b>	<ul style="list-style-type: none"><li>• Identify awareness, attitude, and action as three steps toward being an active bystander.</li><li>• Recognize the role each employee plays in creating a positive work environment.</li><li>• Define the responsibility organizations have to prevent harassment, discrimination, and retaliation.</li><li>• Recognize the significance of preventing misconduct, even if it's not illegal.</li></ul>	5
<b>Recognizing Discrimination</b>	<ul style="list-style-type: none"><li>• Define discrimination as unfair treatment toward a person based on certain characteristics.</li><li>• Recognize that Title VII protects employees from discrimination on the basis of race, color, sex, religion and national origin. Differentiate disrespect and bullying from harassment and discrimination.</li><li>• Identify categories protected under anti-discrimination laws.</li><li>• Identify forms of discrimination that are harmful, but not illegal under federal law.</li></ul>	2
<b>Developing Awareness</b>	<ul style="list-style-type: none"><li>• Define awareness as tuning into what is happening around you and identifying potentially problematic behavior at work.</li><li>• Recognize the effects of implicit bias on the work environment.</li></ul>	2

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Module	Learning Objectives	# of Configurable Pages
<b>Leading Workplaces Resistant to Discrimination</b>	<ul style="list-style-type: none"><li>• Recognize the role a supervisor has in spotting misconduct and preventing discrimination.</li><li>• Identify opportunities to support employees through accommodations.</li><li>• Describe ways to reduce bias and avoid discrimination throughout the work lifecycle.</li><li>• Identify early warning signs of discrimination and strategies to address them.</li><li>• Describe the supervisor's duty to report any potential discrimination they become aware of.</li></ul>	4
<b>Identifying Harassment</b>	<ul style="list-style-type: none"><li>• Differentiate harassment and discrimination.</li><li>• Identify types of harassment at work, from subtle issues to illegal actions.</li><li>• Recognize the effects of harassment on the work environment.</li></ul>	2
<b>Cultivating Positive Attitudes</b>	<ul style="list-style-type: none"><li>• Define attitude as how you support, encourage, and maintain a professional work environment.</li><li>• Describe barriers that prevent employees from engaging in bystander intervention.</li><li>• Define the bystander effect as the phenomenon by which the more people who witness an incident, the less likely it is that someone will intervene.</li></ul>	2

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<b>Leading Workplaces Resistant to Harassment</b>	<ul style="list-style-type: none"><li>• Recognize the role a supervisor has to prevent misconduct before it becomes illegal harassment.</li><li>• Identify strategies for using empathy with employees to prevent harassment.</li><li>• Describe the supervisor's duty to report any potential harassment they learn about.</li></ul>	2
<b>Spotting Retaliation</b>	<ul style="list-style-type: none"><li>• Define retaliation as when an employee is punished for engaging in an activity that is legally protected.</li><li>• Identify how protected activities and adverse actions relate to retaliation.</li><li>• Recognize legal remedies and penalties for harassment, discrimination, and retaliation.</li></ul>	3
<b>Taking Action</b>	<ul style="list-style-type: none"><li>• Identify ways to take direct action as a bystander.</li><li>• Identify distract, delegate, and delay as indirect bystander intervention techniques.</li></ul>	3

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<b>Leading Workplaces Resistant to Retaliation</b>	<ul style="list-style-type: none"><li>• Identify strategies supervisors can use to be available and accessible to their employees as a means of preventing and addressing misconduct.</li><li>• Recognize the importance of taking appropriate action in response to misconduct.</li><li>• Identify strategies supervisors can use to follow up with employees after issues have been handled.</li><li>• Recognize a supervisor's duty to report potentially illegal behavior and prevent further misconduct.</li><li>• Identify how to respond to misconduct allegations involving oneself.</li></ul>	3
<b>Conclusion: Supervisors</b>	<ul style="list-style-type: none"><li>• Identify awareness, attitude, and action as three steps toward being an active bystander.</li></ul>	8