

Maintaining a Respectful Workplace:

Global Harassment Prevention Training

Operating internationally often involves your staff interacting with people from different countries and cultures, which can lead to increased risk of misunderstanding and respect at work issues. Working effectively includes your employees being equipped not only with a reminder of the importance of cultural and individual sensitivity, but also what actions they might take which can violate the laws of the locations where they interact with other workers. In fact, what amounts to “harassment” in one country is often very different in another. In this course, participants will receive training on bullying/harassment prevention – including situational risk assessment, bystander intervention and strategies to reduce risk beyond applying policies, and the risks of non-compliance. This practical session will incorporate your organization’s culture, values and expectations and the importance of developing cultural competence. In certain locations training is expressly mandated. Even in locations where that is not the case, such training is strongly recommended as it can help avoid or defend a harassment/bullying claim.

GLOBAL WORKPLACE TRAINING

Employee Course

COURSE OBJECTIVES

- Provide the skills to identify and prevent discrimination, harassment, retaliation, and abusive conduct
- Practice strategies to prevent workplace harassment, including bystander intervention
- Review proper complaint procedures and organizational responsibilities to respond to and investigate complaints

SKILL BUILDERS

- Assessing workplace conduct via culturally relevant case studies
- Using practical response strategies based on civility awareness and bystander intervention
- Understanding what to do/say/report if experiencing or observing potential policy violations

Supervisor Course

COURSE OBJECTIVES

- All objectives of the employee course, as well as:
- Practice additional strategies to prevent workplace harassment, including situational awareness and effective investigations
 - Inform supervisors of their role in ensuring compliance with workplace policies, and protecting the organization from liability

SKILL BUILDERS

- All skill builders of the employee course, as well as:
- Using situational awareness to analyze areas of risk
 - Identifying steps to take when they become aware of potential policy violations
 - Encouraging—and maintaining—a speak-up culture

Length of course: 1-2 Hours

Recommended for: Those who are working with individuals outside the US including:

- Supervisors and managers
- Non-supervisory employees (Separate and combined courses available)

TOPICS COVERED

- Equity in Decision-Making: Avoiding Employment Discrimination
- Creating a Respect-Based Workplace: Avoiding Sexual Harassment and Other Kinds of Workplace Harassment
- Retaliation
- Remedies and Liability
- Strategies to Prevent and Correct Workplace Harassment
- Delivered worldwide including the UK, across Europe, APAC and LATAM (Brazil, Colombia, Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Venezuela and Argentina). For specific countries – just ask!