
*Sexual Harassment:
It Can Happen Here*

T r a i n i n g L e a d e r ' s G u i d e

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ONLY**

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P r e p a r a t i o n M a t e r i a l s

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Introduction

Sexual harassment—it seems as though we hear about it everywhere. Newspapers, magazines, and television have all reported on the costly sexual harassment cases. Despite all of the news coverage, many people and organizations still believe that sexual harassment is something that happens to someone else, to some other organization. The truth is ... no person or organization is immune to sexual harassment. Not only can it happen to you; it can happen to anyone, anywhere.

So, what are we going to do about it? The best thing we can do is to become fully informed of, and professionally sensitive to, the policies regarding sexual harassment. This training course is designed to help you become more aware of the issues surrounding sexual harassment and to help you identify what you should do if you experience or witness a sexual harassment situation.

Upon completing this training session, participants should be able to:

- Identify sexual harassment situations
- Demonstrate understanding of company policies regarding sexual harassment
- Take responsibility for their own actions
- Take proactive steps to resolve situations involving sexual harassment

Icon Key



Read or
Paraphrase



Worksheet



Video



Flipchart



Ask and
Discuss

About This Program

There are several ways this material can be used:

- Facilitator-Led Program
- Lunch and Learn Program
- Self-Study Program

Facilitator-Led Program

These materials provide session leaders with a one- or two-hour focused training session agenda. We realize that your time is valuable and have made every effort to develop a short and concise way to communicate sexual harassment prevention information to your participants. This will allow for the greatest amount of learning transfer in the time allowed.

There are two different ways to use the video in this session. The video can be used in its entirety or as a stop-and-discuss tool. If used in its entirety, the video will run approximately 20 minutes. If used as a stop-and-discuss tool, time will vary depending on the discussion of training points with your participants.

Lunch and Learn Program

If a lunch and learn program is the chosen means of delivery, then the one-hour session agenda can be utilized. (See page nine.) After a brief introduction, show the video in its entirety. Allow for discussion following the video. Distribute copies of the action plan for each participant and conclude your session.

Self-Study Program

The self-study program allows organizations to train employees who missed the actual training session, creates an alternative to having a training session, or allows employees to take responsibility for their own learning. A self-study workbook includes the exercises and a posttraining assessment.

Training Session Checklist

Use this checklist to help you prepare for the training session.

Meeting Preparation

Determine your training objectives.

Measure the current status of your participants using the Pretraining Survey.

Choose different ways to train to ensure transfer of information.

Location

Create a relaxed environment.

Make sure all seats have a good view of the visuals.

Make sure there is enough light to take notes when participants view the video.

Provide an adequate writing surface for participants.

Check for good acoustics.

Verify that your room is accessible and equipped for participants with disabilities.

Video Equipment

Make sure the VCR is properly connected to the monitor.

Test the VCR, and check monitor for proper picture, color, and volume.

Make sure the tape is rewound and ready to play before beginning your session.

Check all other equipment for proper operations.

Materials

Training Leader's Guide

Videotape *Sexual Harassment: It Can Happen Here*

Overheads

Paper and Pencils

Participant materials for exercises being conducted

Possible Session Agendas

Two session agendas have been provided to help guide you through your *Sexual Harassment: It Can Happen Here* session. You may modify these agendas to meet the needs of your participants.

2-Hour Session

Activity	Time	Page
Introducing the Session to Participants	10 minutes	12
Frequently Asked Questions About Sexual Harassment	15 minutes	13
Show and Review the Video	30 minutes	14
Identifying Sexual Harassment	15 minutes	16
Being Proactive to Sexual Harassment Situations	30 minutes	18
Acknowledgment of Sexual Harassment Training	10 minutes	20
Posttraining Assessment and Session Evaluation	10 minutes	21

1-Hour Session

Activity	Time	Page
Introducing the Session to Participants	10 minutes	12
Show and Review the Video	30 minutes	14
Acknowledgement of Sexual Harassment Training	10 minutes	20
Posttraining Assessment and Session Evaluation	10 minutes	21

Trainer's Instructions for the Pretraining Assessment, and Posttraining Assessment

1. Use the *Pretraining Assessment* to evaluate the needs of your participants. This survey will allow you to design the training session to emphasize areas or topics of importance to your participants.
2. A *Posttraining Assessment* is also provided for use at the end of the training session. It will help you determine if your training goals have been met or if further education and training are necessary.

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T r a i n i n g M a t e r i a l s

Introducing the Session to Participants

Time Required:

- 10 minutes

Materials Needed:

- Flipchart

Objective:

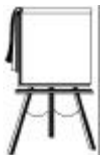
- To introduce participants to each other and create an environment conducive to training.
-

Trainer's Instructions:



1. Read or paraphrase the following:

We read about it in the newspaper and see it on television: sexual harassment is everywhere. The way sexual harassment is depicted in the media makes it seem like it's not real, like it only happens in the movies, and like it couldn't happen to us. Unfortunately no one is immune to sexual harassment. People and organizations are both at risk of experiencing the negative effects of sexual harassment. Employers have a responsibility to educate employees about sexual harassment and communicate that all employees deserve to work in an environment free from sexual harassment.



2. Write key training points on a flipchart and distribute the *Key Training Points Overview*, then read or paraphrase the following:

By the end of this session, you should be able to:

- **Identify sexual harassment situations**
- **Identify why sexual harassment is a problem**
- **Explain the importance of taking responsibility for your own actions**
- **Take proactive steps to resolve situations involving sexual harassment**



3. Have participants introduce themselves and describe one thing they hope to gain from the session. You may wish to write these responses down on a flipchart and refer to them throughout the session.

Frequently Asked Questions About Sexual Harassment

Time Required:

- 15 minutes

Materials Needed:

- Copy of the *Frequently Asked Questions About Sexual Harassment* handout for each participant

Objective:

- To provide participants with some background information about sexual harassment.

Trainer's Instructions:



1. Read or paraphrase the following:

With all of the news reports on sexual harassment, many people are still unclear about what behavior constitutes illegal sexual harassment. We are going to go over some frequently asked questions that people have regarding sexual harassment.

2. Ask and discuss each of the following questions with the group. After they have responded, clarify any incorrect answers using the answers provided on the *Frequently Asked Questions About Sexual Harassment* handout. You may want to write the questions down on a flipchart.

- **What behavior is harassing?**
- **Why do people sexually harass others?**
- **Who harasses, and how can they be identified?**
- **What is the difference between sexual attraction and sexual harassment?**
- **Who are the most frequent victims of sexual harassment?**
- **Can a sexual harassment claim be made by an employee even if that employee consented to the sexual activity?**
- **What do most people want as a result of filing a sexual harassment claim?**
- **How can sexual harassment be prevented?**

3. After the discussion, distribute the *FAQ* handout to each participant. The handout will serve as an on-the-job reminder.

Show and Review the Video

Time Required:

- 30 minutes

Materials Needed:

- Video, *Sexual Harassment: It Can Happen Here*
- Copy of the *Video Discussion Questions* for each participant

Objective:

- To introduce the key training points to the participants.
-

Trainer's Instructions:



1. Read or paraphrase the following:

Now we are going to take a look at the video, *Sexual Harassment: It Can Happen Here*. Read over the video discussion questions and be prepared to discuss these questions after viewing the video.

2. Distribute copies of the *Video Discussion Questions* for each participant.
3. View the video, *Sexual Harassment: It Can Happen Here*.
4. After viewing the video, have participants get into small groups to discuss the video discussion questions.



Video Discussion Questions (Trainer's Copy)

Instructions:

The following questions are based on the video *Sexual Harassment: It Can Happen Here*. Answer each question and be prepared to share your answers with the group.

- 1. What do we need to remember about touching in the workplace?** Since appropriate touching varies so much between different people, the best advice is to keep close personal contact to a minimum and always on a professional level. For example, a handshake. Beyond that, unless you are absolutely sure that your contact is welcomed by the other person, it is probably best not to touch them at all.
- 2. How should you respond if someone does or says something that makes you uncomfortable?** You should say something right away. Be proactive. Sometimes it takes voicing your objections to the people more than once before they get the message. Be consistent. Each time their behavior crosses the line you must confront them. If you do not feel comfortable confronting them, document each incident and talk, in a timely fashion, to their supervisor or to human resources about the situation.
- 3. What is the best way to determine if a joke or e-mail might be inappropriate?** Before sending an e-mail or telling a joke, it might be best to imagine how a parent or a child might interpret your message. In other words, if there's any doubt in your mind—play it safe—don't say it; don't send it.
- 4. What did the narrator mean when he said “sexual harassment knows no boundaries”?** It means that men can harass women, women can harass men. It also means that same-sex harassment is recognized by the courts and is in violation of the law.
- 5. What do you do if you don't feel comfortable confronting the harasser?**
Let someone know what is going on and ask for help.
- 6. What should supervisor's do if an employee comes to them with a sexual harassment claim?** It is the supervisor's responsibility to listen objectively to the employee's concerns, and ensure the employee that an inquiry will be conducted quickly, impartially, and as discreetly as possible. You must also inform the employee what actions may occur as a result of the inquiry, including the potential for appropriate disciplinary action against the alleged harasser, as well as what may occur if the allegations cannot be substantiated.

Identifying Sexual Harassment

Time Required:

- 15 minutes

Materials Needed:

- Copy of *Identifying Sexual Harassment Worksheet* for each participant

Objective:

- To help participants identify sexual harassment situations.
-

1. Read or paraphrase the following:

There are two different kinds of sexual harassment. Quid pro Quo sexual harassment occurs when employment decisions or expectations—hiring decisions, promotions, salary increases, work assignments, or performance evaluations—are based on an employee’s willingness to grant or deny sexual favors.

Hostile Work Environment sexual harassment occurs when verbal or nonverbal behavior in the workplace:

- **Focuses on the sexuality of another person or occurs because of the person’s gender**
- **Is unwanted or unwelcome**
- **Is severe and pervasive enough to affect the person’s work environment**

There are situations that can be considered inappropriate or unprofessional behavior that do not constitute sexual harassment. These situations may not be identified as sexual harassment but may be in violation of company policies or considered inappropriate for the work environment.

2. Distribute a copy of the worksheet to each participant.
3. After participants have filled out the worksheet, go through each question and have participants share whether they think the situation is a hostile work environment, quid pro quo, or not a sexual harassment situation.





Identifying Sexual Harassment Worksheet (Trainer's Copy)

Instructions:

Review each situation and determine if the situation is a hostile work environment (HWE), quid pro quo (QPQ), or not a sexual harassment situation (NSH). Circle the appropriate answer.

1. You and Chris have been good friends for three years. You have dated on several occasions. Last week, Chris was promoted to division head of your region. Chris is not your direct supervisor, but is the head of your division. Chris stops by your office and asks you to dinner. Concerned about how having dinner with the new division head may look, you decline. Chris leans over your desk and in a whisper makes it very clear that if you want to be promoted to team leader, it is in your best interest to go to dinner.

HWE

QPQ

NSH

2. Alice, Jana, and Jeff make up a very tight-spaced three-person department. Alice, Jana, and Jeff work very well together and are friends outside of work. They have gone out after work on several occasions. Jeff is usually the first one to leave the after-work festivities. Alice and Jana stay out late flirting with various men they meet in the bar. The next morning Alice and Jana come in very tired and hung over. Jeff knows that on those days he is going to have to pick up some extra work because the women are too out-of-it to handle their fair share.

HWE

QPQ

NSH

3. You have to work with Amanda on most projects. Amanda is a very free-spirited women with a great sense of humor. She has a habit of telling off-color jokes to her friends while at work. She never shares these jokes with you directly because she knows that they would offend you. Unfortunately, Amanda is in the cubicle right next to yours, and she has such a loud voice that it carries into your cubicle. You have asked her to stop and she told you not to eavesdrop on her conversations with other people. She also told you to loosen up a bit. You are very offended by her response and have a hard time concentrating on your work when she is in one of her storytelling moods.

HWE

QPQ

NSH

4. You went to your supervisor to request some vacation time so that you could go with your spouse on a trip to the Bahamas. Your supervisor agreed to let you take your vacation, if you go on an overnight business trip. You and your supervisor would be the only employees on this business trip. Your supervisor places a hand on your shoulder and insinuates that if you can't go on the business trip, your vacation request could get lost and not approved.

HWE

QPQ

NSH

5. Every time you have to go into the art department to work with Lee he comments on what you're wearing. Lee has a real eye for color and likes the way you dress. On several occasions Lee has come up to you and placed his hand on your clothes claiming to want to feel the fabric or get a closer look at an accessory. Lee doesn't treat everyone like this. Lee also has a habit of looking at you from head to toe before listening to you. You have asked Lee to stop checking you out on several occasions, but the behavior continues. You're not sure whether Lee is conscious of the elevator eyes, but the behavior makes you very uncomfortable.

HWE

QPQ

NSH

Being Proactive to Sexual Harassment Situations

Time Required:

- 30 minutes

Materials Needed:

- Copy of *Being Proactive* Worksheet for each participant
- Flipchart

Objective:

- To help participants identify ways to immediately respond when a sexual harassment situation happens.
-

Trainer's Instructions:



1. Read or paraphrase the following:

There are several things that you can do to prevent sexual harassment from occurring. You can:

- **Conduct yourself in a businesslike manner.**
- **Dress appropriately for your job.**
- **Take a few minutes to plan what kind of action you would take if you were harassed.**

Planning how you respond is an important step in proactively dealing with sexual harassment. Immediately responding to the harasser and letting him or her know that the behavior is unwelcome is key to stopping the behavior and preventing the situation from recurring.



2. Distribute the *Being Proactive* Worksheet.
3. Ask participants to write down how they would respond in each of the situations.
4. After several minutes, have each participant share their response to each situation. This will show participants various options for responding to sexual harassment situations. Possible answers are provided on the next page. Remember, there are many ways to approach these difficult situations. Be open to alternatives presented by your participants.





Being Proactive Worksheet (Trainer's Copy)

Instructions:

Review each situation, and determine how you would proactively respond to the situation. Write your response in the space provided.

- 1. You are standing by the watercooler in the break room. You hear Bob and Dan talking about Brenda. They are talking more specifically about how Brenda dresses and how great her legs look in her new suit. Their conversation is inappropriate for such a public place and you are embarrassed by their comments.**

Possible proactive response: Gentleman, your topic of conversation is really inappropriate for the break room. Not to mention the fact that you are talking about someone who works here that everyone knows. Locker-room conversation is not appropriate for the work environment. Keep those types of comments out of the workplace.

- 2. You and Pat have been working together for two years. Pat sits in the same cubicle space you do. Pat asked you out last week, and you made it very clear that you don't date people at work. When you get to work this morning, there is a bouquet of flowers on your desk. The card reads, "Please say yes. Thoughtfully, Your Cubicle Mate." Pat is pretending to read a document, but is obviously waiting for your reaction.**

Possible proactive response: Pat, I want to make myself very clear. I don't date people I work with. You sending these flowers makes me very uncomfortable, and I would like you to take them back. Please do not approach me about dating again, or I will ask management to put me in another cubicle.

- 3. In the last week, you have bumped into Carol on several occasions in the copier room. The room is very congested and people are always bumping into one another. Your hand accidentally hit her backside on several occasions. At the time, you didn't say anything because it was just an accident. Now Carol is avoiding you and won't make eye contact with you.**

Possible proactive response: Carol, I get the feeling that you are avoiding me. I just want to make it perfectly clear that when I bumped you the other day in the copier room it was an accident. I will be very conscious about watching where I'm going in the future. Sorry if I made you uncomfortable in any way.

- 4. Every time you have to go and discuss something with Jo, you walk away feeling really strange. Jo has a tendency not to look you in the eyes but instead looks up and down your body. You know Jo is a little shy, but this staring at your body makes you feel really uncomfortable.**

Possible proactive response: Jo, I'm not always sure that you are hearing what I am saying because I have a difficult time making eye contact with you. I would appreciate it if, in the future, you would look me directly in the eyes when you speak to me and not stare at my body.

Acknowledgement of Sexual Harassment Training

Time Required:

- 10 minutes

Materials Needed:

- One copy of the *Acknowledgement of Sexual Harassment Training* handout for each participant

Objective:

- To have participants take responsibility for what they have learned by acknowledging they understand what constitutes sexual harassment.
-

Trainer's Instructions:



1. Distribute the *Acknowledgement of Sexual Harassment Training* handout and read or paraphrase the following:

Sexual harassment will not be tolerated in our work environment. Let's take a moment to review our organization's policy once again concerning sexual harassment.

By your signing and acknowledging your training here today, we are confident that sexual harassment will become obsolete in our organization. This acknowledgement will be kept in your employment file in the human resources department (or with the appropriate person).

2. Allow participants time to read and sign the statement.
3. Collect the statements and forward them to your human resource department or appropriate person.
4. Discuss any aspects of your organization's sexual harassment policy that you feel need to be reinforced.

Posttraining Assessment and Session Evaluation

Time Required:

- 10 minutes

Materials Needed:

- *Posttraining Assessment* for each participant
- *Session Evaluation* for each participant

Objective:

- To evaluate what participants have learned at this session and learn what their perception of the session is.
-

Trainer's Instructions:



1. Read or paraphrase the following:

It is important for me to not only assess what you have learned at this session, but also learn what you think about the session. Please take a few moments to fill out both the *Posttraining Assessment* and the *Session Evaluation*.

2. Distribute the *Posttraining Assessment* and the *Session Evaluation* to each participant.
3. Answers to the *Posttraining Assessment* can be found on page 22.

Posttraining Assessment

Instructions:

Consider the following questions based on the video, *Sexual Harassment: It Can Happen Here* and write your answers in the space provided.

1. True or **False**. All touching in the workplace is illegal.
Not all touching in the workplace is illegal, but it is a good idea to keep close personal contact to a minimum and always on a professional level.
2. **True** or False. A man asking a woman for repeated dates after she has made it clear that she doesn't want to date is an example of hostile work environment.
3. **True** or False. Humor in the workplace is acceptable as long as it is used appropriately and not hurting or offending anyone.
4. True or **False**. Once you have been harassed, there is no way you would ever harass someone else.
Remember, it is easy to see inappropriate behavior in others and not so easy to see how our own actions can be just as hurtful.
5. **True** or False. Unwelcome sexual behavior is sexual harassment when it becomes a condition of employment or career advancement. This type of harassment is called quid pro quo.
6. **True** or False. Everyone has a right to work in an environment free from sexual harassment.
7. True or **False**. If you are a manager and someone comes to you with a sexual harassment claim, it is acceptable to let the person work the situation out for him or herself. *If supervisor's receive a complaint, they have a responsibility to listen objectively to the employee's concerns, and ensure the employee that an inquiry will be conducted quickly, impartially, and as discreetly as possible.*
8. **True** or False. As a supervisor, you must also inform the employee what actions may occur as a result of the inquiry.
9. True or **False**. Sexual harassment prevention is strictly a manager's responsibility. *Sexual harassment prevention is everyone's responsibility. We all need to guard our own actions and be on the lookout for inappropriate behavior.*
10. **True** or False. If you see sexual harassment taking place—don't walk away; do something about it.