

Preventing Harassment and Discrimination in the Workplace | Gateway for Supervisors

Course Outline

Module	Learning Objectives	# of Configurable Pages
Building Positive Workplaces: Gateway for Supervisors	<ul style="list-style-type: none">• Identify awareness, attitude, and action as three steps toward being an active bystander.• Define the responsibility organizations have to prevent harassment, discrimination, and retaliation.• Recognize the significance of preventing misconduct, even if it's not illegal.	4
Recognizing Discrimination and Developing Awareness	<ul style="list-style-type: none">• Define discrimination as unfair treatment toward a person based on certain characteristics.• 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.• Identify categories protected under anti-discrimination laws.	2
Leading Workplaces Resistant to Discrimination: Gateway	<ul style="list-style-type: none">• Identify opportunities to support employees through accommodations.• Describe the supervisor's duty to report any potential discrimination they become aware of.	2

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Identifying Harassment and Cultivating Positive Attitudes	<ul style="list-style-type: none">• Differentiate harassment and discrimination.• Identify types of harassment at work, from subtle issues to illegal actions.• Recognize the effects of harassment on the work environment.• Define attitude as how you support, encourage, and maintain a professional work environment.• Describe barriers that prevent employees from engaging in bystander intervention.• 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.	2
Leading Workplaces Resistant to Harassment: Gateway	<ul style="list-style-type: none">• Describe the supervisor's duty to report any potential harassment they learn about.• Identify strategies for using empathy with employees to prevent harassment.	2

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Spotting Retaliation and Taking Action	<ul style="list-style-type: none">Define retaliation as when an employee is punished for engaging in an activity that is legally protected.Describe how protected activities and adverse actions relate to retaliation.Recognize legal remedies and penalties for harassment, discrimination, and retaliation.Identify ways to take direct action as a bystander.Identify distract, delegate, and delay as indirect bystander intervention techniques.	2
Leading Workplaces Resistant to Retaliation: Gateway	<ul style="list-style-type: none">Recognize the importance of taking appropriate action in response to misconduct.Identify strategies supervisors can use to follow up with employees after issues have been handled.Recognize a supervisor’s duty to report potentially illegal behavior and prevent further misconduct.	3

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Maintaining Positive Workplaces	<ul style="list-style-type: none">Identify awareness, attitude, and action as three steps toward being an active bystander.	8

Gateway Supervisor Survey