

Preventing Harassment and Discrimination in the Workplace | Supervisors

Course Outline – Supervisors

Includes pre- and post-surveys

Module	Learning Objectives	# of Configurable Pages
Building Positive Workplaces: Supervisors	<ul style="list-style-type: none">• Identify awareness, attitude, and action as three steps toward being an active bystander.• Recognize the role each employee plays in creating a positive work environment.• Define the responsibility organizations have to prevent harassment, discrimination, and retaliation.• Recognize the significance of preventing misconduct, even if it's not illegal.	5
Recognizing Discrimination	<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.• Identify forms of discrimination that are harmful, but not illegal under federal law.	2
Developing Awareness	<ul style="list-style-type: none">• Define awareness as tuning into what is happening around you and identifying potentially problematic behavior at work.• Recognize the effects of implicit bias on the work environment.	2

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Leading Workplaces Resistant to Discrimination	<ul style="list-style-type: none">• Recognize the role a supervisor has in spotting misconduct and preventing discrimination.• Identify opportunities to support employees through accommodations.• Describe ways to reduce bias and avoid discrimination throughout the work lifecycle.• Identify early warning signs of discrimination and strategies to address them.• Describe the supervisor's duty to report any potential discrimination they become aware of.	4
Identifying Harassment	<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.	2
Cultivating Positive Attitudes	<ul style="list-style-type: none">• 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

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

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Leading Workplaces Resistant to Retaliation	<ul style="list-style-type: none">• Identify strategies supervisors can use to be available and accessible to their employees as a means of preventing and addressing misconduct.• 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.• Identify how to respond to misconduct allegations involving oneself.	3
Maintaining Positive Workplaces	<ul style="list-style-type: none">• Identify awareness, attitude, and action as three steps toward being an active bystander.	8