



Sexual Harassment Prevention for Managers

This class is designed for all executives, managers and supervisor. Its purpose is to teach how to tactfully, and legally, implement your company's policies and procedures on sexual harassment. This is extremely important because anyone who supervises others has legal responsibilities regarding sexual harassment and also can be held personally liable if he/she does not follow the procedures set forth by the courts. This class meets the California statute, the most stringent, and other states.

Listed below are some of the topics covered in this class:

Definition and Description of Sexual Harassment

- Sexual harassment examples
- Quid Pro Quo Harassment
- Hostile Environment Harassment
- Your responsibility as manager or supervisor

Types and Examples of Hostile Environment

- Flirting and Dating
- Reading Objectionable Materials
- Unwelcome Remarks
- Displaying Objectionable Pictures
- Unreasonable Job Interference
- Vulgar Jokes
- Ceiling for damages
- Policy, Procedures and Training
- CEOs and presidents
- Boss relationship and promotions
- Environmental sexual harassment
- One Can be Legally Fired
- Proving Sexual Harassment
- Policy & Procedures

Testing your knowledge

- Test questions to assure that the student has a sound understanding of the material.

Administrative capabilities

- The Manager Mechanics platform provides the ability for Human resources to track who has taken this class and generate various types of useful statistics, including who has successfully passed (or failed) the ending review questions.