

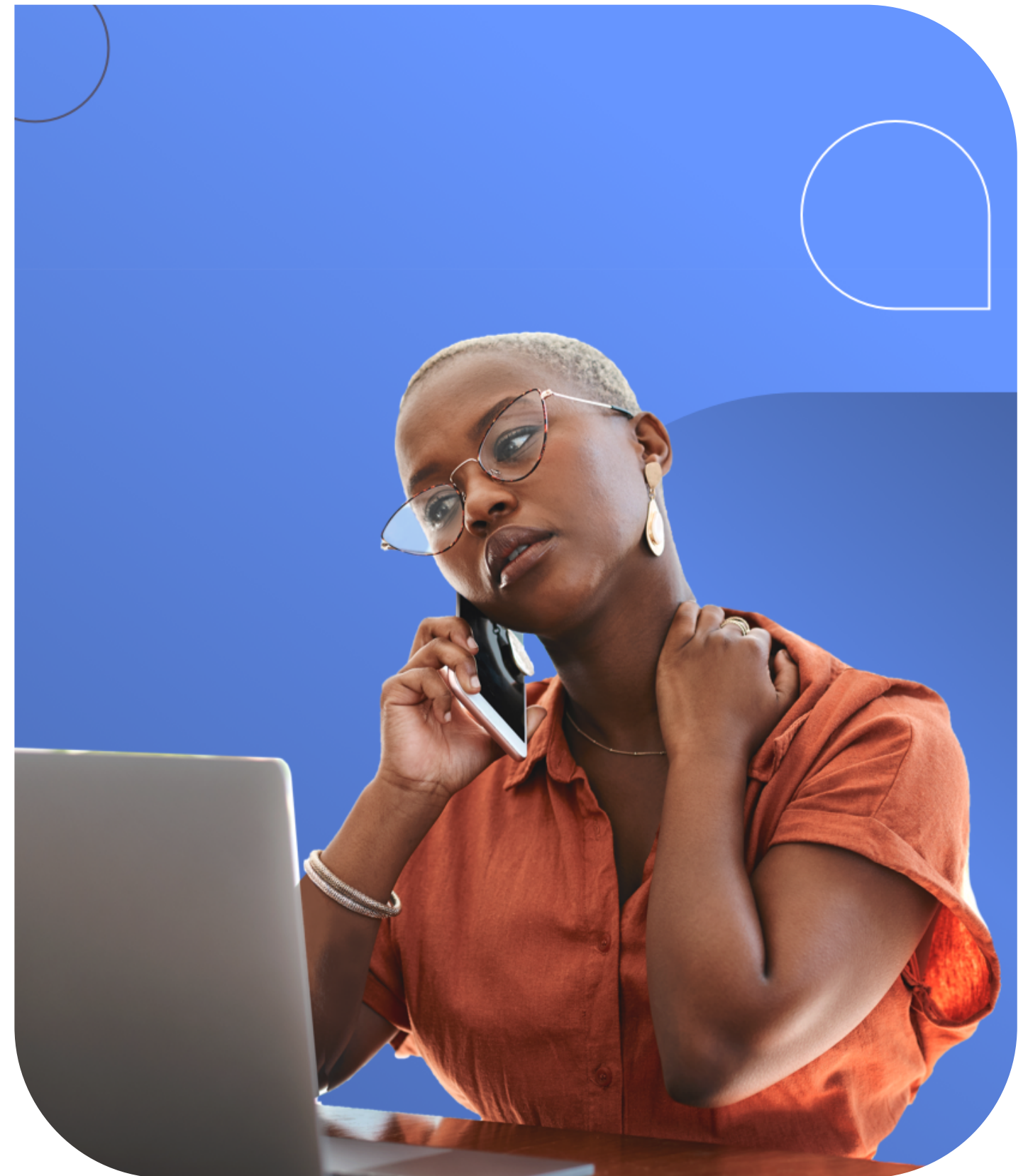
Preventing Workplace Harassment Canada

What does it mean to be respectful? Some conduct is obviously disrespectful. But many times, how people evaluate conduct is influenced by their life experiences and their established norms of behavior. Given our varied workforces today, that leaves a lot of ambiguity in the type of conduct that people consider to be “harassment.”

This course teaches:

- The definition of harassment and bullying behavior
- Using the Workplace Colour Spectrum as a shared language
- Protected grounds
- Understanding when conduct is unwelcome
- Bystanders to Upstanders
- Reprisal and the Manager’s Role
- Workplace violence
- How to report a complaint

Interactive survey questions in the course give employers real insight into strengths and vulnerabilities in the company regarding respect issues. Emtrain’s innovative Ask the Expert feature gives learners direct access to course experts.



Course Version

- 70 minutes (Manager and Employee)

Languages

- English and translatable

Admin Optional Timer



Lesson	Description
What is Respect?	An introduction to the purpose and goals of this course.
What Gets in the Way of Respect?	Examining four root causes that can lead to disrespect in the workplace: power disparity, us vs. them, low social radar, and unhealthy work culture.
The Workplace Colour Spectrum® Tool	Explaining what the Workplace Colour Spectrum is and how it can help managers and employees understand and categorize their conduct - and the conduct of others.
What's Unlawful Harassment?	Workplace harassment and sexual harassment are terms that people often throw around. But what are their actual definitions?
What Are Protected Grounds?	Workplace harassment always involves conduct or comments relating to "protected grounds." But what are "protected grounds?" Where do they come from? Which ones apply in my workplace?
Bullying and Aggressive Behaviour	This lesson helps the workforce understand, identify and measure aggressive, bullying behaviour in the workplace.
Types of Harassment	Workplace Harassment always involves conduct that meets certain legal criteria and is unlawful. What kind of conduct is that? What is Quid Pro Quo harassment? What is a Hostile Work Environment?
What Makes Conduct Unwanted?	A hostile work environment always involves "unwanted conduct." What is it and how do you know when your words or actions are "unwanted?"
What Makes Conduct Red and Toxic?	Red conduct is almost always illegal and always negatively impacts work culture. What does it look like? And how do you know when your conduct crosses the line?
Who Can Be a Harasser?	Explaining the reach of workplace harassment laws, who is protected, and who can be an offender.



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Forms of Disrespectful Conduct and Harassment	Giving examples of the kinds of verbal, visual and physical conduct that violate laws and impact a healthy workplace culture.
Bystanders to Upstanders	In most harassment situations, someone outside the situation often knows what's going on. What is the role of the bystander? And how do you go from being a passive bystander to someone who takes action?
Reprisal	Employees have a right to raise a concern or complaint without fear of reprisal. But what is reprisal - and when do work decisions cross the line?
The Manager's Role	Managers play a key role in ensuring a healthy work culture. They set the tone. They are the eyes and ears of the employer. And they are the ones who often navigate tricky people and harassment issues.
What Is Workplace Violence?	Sensational workplace violence tragedies are often in the news. But workplace violence covers a lot more ground than that - and impacts people in more ways than you might at first think.
Warning Signs	There are usually warning signs before most workplace violence situations happen. Learning to spot and report them is an important way to keep our workplace safe.
What Can You Do About Violence?	There is no single cause of workplace violence risk - and so no easy prescription for reducing the risk. But there are some simple, common sense things everyone can do to address potential issues before they become tragedies.
Reporting, Investigations, and Workplace Policies	Remedies, policies, and reporting procedures.
Provide Your Feedback	A post-programme survey on the learning experience.