COURSE SYLLABUS

Sexual Harassment Prevention for Employees Course

Sexual harassment is not only illegal, it detracts from workplace productivity and professionalism. Learn about sexual harassment trends in the federal workplace, the various types of sexual harassment, how to determine sexual harassment, the laws, policies, regulations and guidance governing sexual harassment, and the process by which victims can address sexual harassment in the federal workplace.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/sexual-harassment-prevention-for-employees



support@graduateschool.edu •
(888) 744-4723

Course Outline

Module 1: Introduction

- Discuss sexual harassment trends in the federal workplace
- Understand the personal and organizational costs of harassment
- Recognize the shared responsibility in preventing harassment
- Explore societal attitudes and workplace perceptions

Module 2: What Is Sexual Harassment?

- Define quid pro quo and hostile work environment harassment
- Identify six types of harassment: threatening, physical, verbal, nonverbal, environmental, same-sex
- Distinguish between professional and inappropriate behavior
- Apply prevention strategies using self-awareness and communication

Module 3: Laws, Regulations, Policies, and Guidelines

- Review Title VII, EEOC Guidelines, and the Civil Service Reform Act
- Understand Supreme Court decisions and standards of liability
- Differentiate between legal definitions and agency policies
- Recognize sexual favoritism and employer responsibilities

Module 4: The Complaint Process

- Understand the EEO informal and formal complaint processes
- Learn timelines, procedural steps, and employee rights
- Explore the use and advantages of Alternative Dispute Resolution (ADR)

- Review class complaints and visual complaint process flowcharts