COURSE SYLLABUS

Sexual Harassment Prevention for Supervisors Course

Learn about the various types of sexual harassment and the kinds of behavior that may be interpreted as sexual harassment in the workplace. Recognize your role in preventing sexual harassment and your responsibilities when sexual harassment complaints are raised.

> Group classes (Washington, DC) 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-supervisors



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Course Outline

Module 1: Introduction

- Explore historical and legal context of sexual harassment in the workplace
- Discuss workplace trends and perceptions about harassment in federal agencies
- Understand the impact of harassment on productivity and workplace culture
- Review learning outcomes and the supervisor's accountability role

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
- Differentiate between sexism, sex discrimination, and sexual harassment
- Discuss inappropriate workplace behaviors and when to act

Module 3: Laws, Regulations, Policies, and Guidelines

- Review key laws including Title VII, the Civil Service Reform Act, and EEOC guidelines
- Understand Supreme Court rulings that shape employer liability and employee rights
- Discuss sexual favoritism, standards of liability, and agency responsibilities

Module 4: Responsibilities of Management

- Identify proactive steps to prevent harassment and protect staff
- Recognize and address inappropriate workplace conduct early
- Document behavior objectively and follow agency policy
- Demonstrate leadership by setting a respectful tone and modeling standards

Module 5: Handling Sexual Harassment Allegations

- Learn how to receive complaints impartially and confidentially
- Conduct fair and thorough inquiries into allegations
- Apply progressive discipline and evaluate witness credibility
- Understand Douglas Factors, burden of proof, and respondent rights

Module 6: The Complaint Process

- Describe the EEO informal and formal complaint process
- Understand roles in Alternative Dispute Resolution (ADR)
- Explore management responsibilities at each stage of a complaint
- Review timelines, documentation, and post-hearing considerations