

# Workplace Harassment and Discrimination Awareness/Sensitivity Sessions

(Sample - multiple sessions: \*Note – could be incorporated into one to one and one half days or three half-day sessions)



## Session One

### Agenda

0 - 15 min.	Introductions, General Discussion of Situation: Where are we at, comfort levels, why am I here (venting)? How to proceed – getting buy-in.
15min. - 1:15hr.	General Overview of Harassment (racial and other forms): <ul style="list-style-type: none"> <li>• definitions</li> <li>• the dynamics/nature of</li> <li>• types, examples, language issues</li> <li>• the parties</li> <li>• the legislation (Code)</li> <li>• managerial responsibility and legal liability (use of Human Rights Tribunals, case law etc.)</li> </ul>
1:15 - 1:30 hr.	<b>Break</b>
1:30 to 2:15 hr.	Video "Everyone's Problem": Viewing followed by discussion.
2:15 to 2:45 hr.	How Common a Problem ? <ul style="list-style-type: none"> <li>• Statistics</li> <li>• Reported Incidents</li> <li>• Impact (quantifiable, emotional)</li> <li>• Case Studies/Examples</li> </ul>
2:45 - 3:30 hr.	Discussion: Moving forward. What has been learned? More reading, case studies, prep for next session.

## Session Two:

### Workplace Harassment Awareness Training cont'd

### Agenda

0 - 30 min.	Review, follow-up from previous session: quiz, case study, reading materials.
30min. - 1:30hr.	Managing Yourself, Diverse Workplaces and Addressing Harassment Issues in the Workplace: <ul style="list-style-type: none"> <li>• awareness, sensitivity</li> <li>• dealing with diverse workplaces</li> <li>• recognition</li> <li>• responsibilities (legal)</li> <li>• setting boundaries, limits/ tolerance</li> <li>• being in control/being more professional</li> <li>• seeking assistance – from whom, why and when</li> </ul>
1:30 - 1:45 hr.	<b>Break</b>
1:45 to 2:30 hr.	Video "Prevent Harassment & Bullying by HR Proactive" <ul style="list-style-type: none"> <li>• Discussion</li> <li>• Quiz</li> <li>• Workbook</li> </ul>
2:30 - 3:00 hr.	Case Studies: What could/should be done. (Time permitting or homework)
3:00 hr.	Discussion: Moving forward. What has been learned? More reading, case studies, prep for next session.

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## Session Three:

### Awareness Training: Managing Workplace Conflict

#### Agenda

0 - 15 min.	Review of Materials, Homework, Levels of Understanding and Awareness – Discuss
15min. - 1:15hr.	<p>Workplace Conflict:</p> <ul style="list-style-type: none"> <li>• definitions</li> <li>• inappropriate behaviours</li> <li>• language</li> <li>• anger</li> <li>• abusiveness</li> <li>• bullying, etc.</li> <li>• impact of workplace conflict</li> </ul>
1:15 - 1:30 hr.	<b>Break</b>
1:30 - 2:15 hr.	<p>A More Positive Workplace/Approach:</p> <ul style="list-style-type: none"> <li>• when conflict happens</li> <li>• being in control</li> <li>• improving interpersonal skills</li> <li>• conflict management and communication skills (12 steps)</li> <li>• Respectful workplaces, codes of conduct - management, leadership roles, inclusiveness</li> </ul>
2:15 - 2:45 hr.	Video and/or Case Studies dealing with Workplace Conflict (time permitting)
2:45 - 3:30 hr.	<p>Wrap-up: Discussion – Where do I go from here? (expectations, behavioural issues, identification of any additional supports that may be needed)</p>