



# Workplace Harassment .....Sensitivity

## Course Overview:

*Workplace Harassment Sensitivity* is a three-module course designed for both management and non-management workers. Upon completion, individuals should be equipped to recognize and properly address workplace harassment and to prevent such situations when possible.

## Who Should Take the Course?

All employees at all levels, as harassment of any type does not add value to the work environment.

## Course Objectives:

Ultimately, the goal of this course is to make participants more aware of the detrimental effects of harassment in the workplace. On completion of this course, participants will recognize the effects of harassment on individuals as well as the company, and understand what to do to prevent possible situations from arising.

The course is presented in 3 modules:

1. Understanding the Issue
2. Assessing Problem Situations
3. Responding to Problem Situations

## Evaluation Process:

At the end of each module, there is a test. Participants must successfully complete the test before continuing to the next module. Participants that do not achieve 100% can review the module content and try as many times as necessary to advance and complete the course. Test questions are randomly selected from a test bank, making each test unique.

***Upon successfully completing all modules, there is a printable certificate for your records.***

## Course Duration:

This online course is self-paced. Participants may leave the course at anytime and can resume where they left off. The duration will depend on the individual participant and their prior knowledge of the subject matter. On average, the course will take between 1.5 - 3 hours to complete.