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*Sexual Harassment  
in the Workplace...  
Identify. Stop. Prevent.*

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**T r a i n i n g   L e a d e r ' s   G u i d e**

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# *Table of Contents*

## **Sexual Harassment in the Workplace...**

### **Identify. Stop. Prevent.**

<b>Preparation Materials</b>	Introduction.....8 Training Session Checklist.....9 Trainer's Instructions for Using the Book <i>Stopping Sexual Harassment Before It Starts</i> .....10 Tips for Transferred Learning.....11 Possible Session Agendas.....12 Trainer's Personalized Session Agenda.....13 Invitation Memo to Participants.....14 Trainer's Instructions for the Pretraining Survey.....15
<b>Training Materials</b>	Introducing the Session to Participants.....18 Sexual Harassment Overview.....20 Show Video and Review.....22 Identifying Sexual Harassment Exercise.....23 Exercise from the Book <i>Stopping Sexual Harassment Before It Starts</i> .....26 Stopping Sexual Harassment Skills Practice.....27 Preventing Sexual Harassment Exercise.....28 Posttraining Survey.....29 Follow-up Memo.....30
<b>Participant Materials</b>	Pretraining Survey Identifying Sexual Harassment Worksheet Stopping Sexual Harassment Scenarios Posttraining Survey Session Evaluation Form
<b>Overheads</b>	Overhead 1—Session Objectives Overhead 2—Quid Pro Quo Overhead 3—Hostile Environment Overhead 4—Common Questions Overhead 5—Common Questions

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P r e p a r a t i o n   M a t e r i a l s

## *Introduction*

In 1980, the Equal Employment Opportunities Commission issued federal guidelines declaring sexual harassment an unlawful employment practice. In 1986, the Supreme Court decision in *Meritor vs. Vinson* affirmed these guidelines and the fact that harassment on the basis of sex is illegal.

Although sexual harassment has been declared illegal, several problems concerning the prevention and handling of sexual harassment continue to plague workers and employers alike. Sexual harassment is a topic few people can address without embarrassment. There is a natural reluctance to delve deeply into this sensitive topic even though a major portion of the workforce, both men and women, have been affected.

It is each and every person's responsibility to prevent sexual harassment in the workplace. And the law is clear that employers must anticipate harassment in their workplace, stop it when it occurs, and prevent it through employee education.

That is what this training course is designed to do. By viewing the video *Sexual Harassment in the Workplace...Identify. Stop. Prevent.* and completing the exercises in this workbook, your participants will be able to:

- Define sexual harassment and offensive behaviors that can be considered harassment.
- Identify each type of harassment.
- Prevent harassment from happening.
- Stop sexual harassment if it does occur.

## *Icon Key*



Flipchart



Read or  
Paraphrase



Overhead



Worksheet



Video



Ask and Discuss

# *Training Session Checklist*

*Use this checklist to help you gather all necessary materials for the training session.*

## **Meeting Preparation**

- Determine your training objectives.
- Measure the current status of your participants using the Pretraining Survey.
- Choose different ways to train to ensure transfer of information.

## **Location**

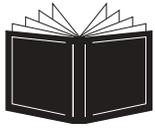
- Create a relaxed environment.
- Make sure all seats have a good view of the visuals.
- Make sure there is enough light to take notes when participants view the video *Sexual Harassment in the Workplace...Identify. Stop. Prevent.*
- Provide an adequate writing surface for participants.
- Make sure you have good acoustics.
- Make sure that your room is accessible and equipped for participants with disabilities.

## **Video Equipment**

- Make sure the VCR is properly connected to the monitor.
- Test the VCR, and check monitor for proper picture, color, and volume.
- Make sure the tape is rewound and ready to play before beginning your session.
- Check all other equipment for proper operation.

## **Materials**

- Training Leader's Guide
- Videotape—*Sexual Harassment in the Workplace...Identify. Stop. Prevent.*
- How-To Book—*Stopping Sexual Harassment Before It Starts*
- Overheads
- Paper and pencils
- Additional equipment
- Participant worksheets



*Stopping Sexual  
Harassment Before  
It Starts*  
by Mike Deblieux

# *Trainer's Instructions for Using the Book* **Stopping Sexual Harassment Before It Starts**

## **Group Training Sessions**

*Stopping Sexual Harassment Before It Starts*, part of American Media's How-To Book Series, is an excellent complement to your group training session. In this guide, we have included an exercise from *Stopping Sexual Harassment Before It Starts*. To use the book effectively, you may:

- Use the exercise we have developed for this course, incorporate other exercises from the book that you feel better meet the needs of your organization, or use a combination of both.
- Assign reading of an entire chapter of the book that covers an area you wish to emphasize in your session.
- Assign reading of the entire book and completion of assigned exercises.

## **Self-Study**

No time to call everyone together for training? No problem—American Media has made training even easier with its self-study programs. By combining the effectiveness of the video *Sexual Harassment in the Workplace...Identify. Stop. Prevent.* and American Media's How-To Training Book *Stopping Sexual Harassment Before It Starts*, your employees can improve their skills through self-guided study.

Written in a user-friendly, easy-to-understand style, the book includes interactive exercises in each chapter to help the reader process the information and put it into action—ensuring that the information makes an impact.

## **On-the-Job Reference Tool**

Providing copies of the book to each training participant allows you to continue instilling the importance of improving workplace performance after your session is completed. The book is an excellent tool for continued learning and provides an easy, hands-on reference for use on the job.

Order discounted copies for all your session participants today by calling American Media at 1-800-262-2557.

## *Tips for Transferred Learning*

Keep in mind the following tips when conducting any adult training. You may wish to review these tips and incorporate them into your session planning.

**1. Adults learn when they feel they need to learn.**

Discuss ways your training will help participants improve job performance by learning how to motivate employees.

**2. Adults learn through practical application.**

Use the exercises found in this Training Leader's Guide or create your own to give participants an opportunity to practice skills they can take back to their jobs. Also, provide reinforcement tools, such as copies of the How-To Book *Stopping Sexual Harassment Before It Starts*, for your participants to take back to their jobs for continued and reinforced learning.

**3. Adults learn by solving realistic problems.**

Discuss and analyze actual on-the-job situations. Allow the trainees to solve these real-life problems by using what they have learned.

**4. Adults learn in an informal environment.**

Design your training room to be as informal as possible. Avoid classroom-style seating. If appropriate, encourage training participants to wear casual clothing. Encourage discussion and interaction to make participants feel more comfortable.

**5. Adults learn by different training methods.**

Vary your training methods. Combine discussions, role-plays, case studies, self-evaluations, and action planning in your training session. Using a variety of methods reinforces your message and promotes audience involvement.

**6. Trainers learn through follow-up methods.**

Follow-up methods are crucial when determining the success of transferred training. Feedback from your participants' managers; follow-up surveys or training sessions; three-, six-, and nine-month skill-testing sessions; etc., can help you evaluate the information being used on the job site.

## *Possible Session Agendas*

Two session agendas have been provided to help guide you through your *Sexual Harassment in the Workplace... Identify. Stop. Prevent.* session. You can modify these agendas to meet the needs of your participants. A blank agenda sheet is also provided on page 13 if you wish to create your own agenda.

### **1 1/2-Hour Session**

<b>Activity</b>	<b>Time</b>	<b>Page</b>
Introducing the Session to Participants	15 minutes	18
Sexual Harassment Overview	20 minutes	20
Show Video and Review	30 minutes	22
Identifying Sexual Harassment Exercise	20 minutes	23
Session Evaluation	5 minutes	

### **3-Hour Session**

<b>Activity</b>	<b>Time</b>	<b>Page</b>
Introducing the Session to Participants	15 minutes	18
Sexual Harassment Overview	20 minutes	20
Show Video and Review	30 minutes	22
<b>Break</b>	<b>10 minutes</b>	
Identifying Sexual Harassment Exercise	20 minutes	23
Exercise from the Book <i>Stopping Sexual Harassment Before It Starts</i>	20 minutes	26
Stopping Sexual Harassment Skills Practice	20 minutes	27
<b>Break</b>	<b>10 minutes</b>	
Preventing Sexual Harassment Exercise	20 minutes	28
Acknowledgement of Sexual Harassment Training	5 minutes	
Posttraining Survey	10 minutes	29
Session Evaluation	5 minutes	

## *Trainer's Personalized Session Agenda*

You may want to plan a session that is different from the agendas provided on page 12. Below is a blank agenda to assist you in outlining your session.

<b>Activity</b>	<b>Time</b>	<b>Page</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

## *Invitation Memo to Participants*

This memo can be sent to your participants approximately one to two weeks prior to your training session. Modify the memo to fit your specific needs.

(Today's Date)

TO: (Participant's Name)  
FROM: (Trainer's Name)  
RE: ***Sexual Harassment in the Workplace...Identify. Stop. Prevent.***  
Training Session

The 1964 Civil Rights Act changed the way men and women may act in the workplace—making actions that were once acceptable now discriminatory or even illegal. And even though this law was passed over 30 years ago, its effects are still rippling through our society. It is easy to say that demanding sex in return for a promotion is wrong. But other forms of sexual harassment are more subtle and harder to define. Unfortunately, many of us remain in the dark about what actually constitutes sexual harassment and how to stop sexual harassment if it occurs.

On (insert date), we will hold a training session on how to identify, stop, and prevent sexual harassment in the workplace. The session will be held at (insert location). During the session, you'll learn how to:

- Define sexual harassment and offensive behaviors that can be considered harassment.
- Identify each type of harassment.
- Prevent harassment from happening.
- Stop sexual harassment if it does occur.

To help us get the most out of our training session, please complete the enclosed Pretraining Survey and return it to me by (insert date). Your honest responses to the questions will help us to place emphasis on critical areas.

Please mark your calendar so you can attend this very important training session.

## *Trainer's Instructions for the Pretraining Survey*



1. Complete the Invitation Memo to Participants (page 14), and send it along with a copy of the Pretraining Survey (included with Participant Materials) to each of the participants. Ask participants to complete the survey and return it to you at least five days before the training session.
2. Use the Pretraining Survey to evaluate the needs of your participants. This survey will allow you to design the training session to emphasize areas or topics of importance.
3. A Posttraining Survey is also provided for use at the end of the training session. It will help you determine whether your training goals have been met or if further education and training are necessary.

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**T r a i n i n g   M a t e r i a l s**

## *Introducing the Session to Participants*

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**Time Required:**

- 15 minutes

**Materials Needed:**

- Overhead 1
- Overhead 2
- Overhead 3

**Objective:**

- To introduce participants to the subject of sexual harassment.
- 

### **Trainer's Instructions**



1. Read or paraphrase the following:

**Everyone loses when sexual harassment occurs. It affects productivity and lowers morale at all levels of an organization. Most importantly, it can even result in a lawsuit. Everyone has the right to work in an environment free from sexual harassment and to be evaluated solely on his or her work performance.**

**This training session has been designed to help us identify sexual harassment, stop it when it occurs, and prevent it through employee education. Upon completing this training session, you should be able to:**

- Define sexual harassment and offensive behaviors that can be considered harassment.
- Identify each type of harassment.
- Prevent harassment from happening.
- Stop sexual harassment if it does occur.

**Every situation is different, but we all need to be aware of how our actions affect others. There are different forms of sexual harassment—some are obvious, and some are subtle. Two types of sexual harassment are *quid pro quo* and *hostile environment*.**



***Quid pro quo sexual harassment* occurs when employment decisions or expectations—hiring decisions, promotions, salary increases, work assignments, or performance evaluations—are based on an employee's willingness to grant or deny sexual favors.**



***Hostile environment sexual harassment*** occurs when verbal or nonverbal behavior in the workplace:

- Focuses on the sexual orientation of another person or occurs because of the person's gender.
- Is unwanted or unwelcome.
- Is severe or pervasive enough to affect the person's work environment.

Today we are going to view examples of several situations that might be considered sexual harassment. We will discuss whether or not these situations could be considered sexual harassment—subtle or obvious—and what steps should be taken if the act is considered sexual harassment.

By discussing a variety of different situations, you can increase your understanding and avoid sexual harassment in the workplace.

The more you know about sexual harassment, the better off you and your organization will be if a sexual harassment situation occurs.

## *Sexual Harassment Overview*

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**Time Required:**

- 20 minutes

**Materials Needed:**

- Overhead 4
- Overhead 5

**Objective:**

- To discuss what constitutes sexual harassment.
- 

### **Trainer's Instructions**



1. Have a large-group discussion about each of the questions below. Overheads 4 and 5 are provided with the questions for your assistance. (You may wish to divide your participants into small groups or pairs to discuss their thoughts on each question with other participants.)
2. Allow time for questions and feedback. Answers to the questions are provided below to assist you with discussion.



### **1. What behavior is harassing?**

Sexual harassment behavior falls into four main groups—verbal, visual, physical, and written. The behavior can be blatant or very subtle. Any behavior in any of the categories listed is considered sexual harassment if the behavior is unwelcome.

### **2. Why do people sexually harass others?**

The majority of people who harass do so as a conscious or unconscious way of expressing dominance or power. It may be used as a method for organizational or social control over someone else. Sometimes people harass others in an attempt to keep them in their place. Others harass in front of their peers in an attempt to seek peer approval. Sexual harassment is a bullying tactic used by some to get what they want. Very little harassment is based on sexual desire.

### **3. Who harasses, and how can they be identified?**

There is really no typical abuser. Some sources give characteristics of typical or potential harassers, but there can be no positive identification until the harassing is committed. Anyone can harass, just as anyone can be a target of harassment, regardless of sex, sexual preference, age, or professional position.

### **4. What is the difference between sexual attraction and sexual harassment?**

First of all, sexual harassment is a form of discrimination and may have nothing to do with one person's physical attraction to another. It is a misuse of power. From



the beginning, the harasser is out to prove his or her dominance over the victim. The harasser's goals are usually intimidation and control, not the pursuit of a mutually satisfying relationship.

**5. Who are the most frequent victims of sexual harassment?**

Early statistics on sexual harassment indicated that this was a problem of working women. Additional studies, conducted as a result of increased interest in the subject, indicate that it is becoming a growing problem for men as well. There is also an increase of lesbian, gay, bisexual or transgendered harassment incidents reported.

**6. Can a sexual harassment claim be made by an employee even if that employee consented to the sexual activity?**

Yes. Submission to the sexual activity by the employee citing harassment is not a defense an employer can use to avoid liability in a sexual harassment suit. The employee may have consented to the sexual activity only after pressure from the harasser.

**7. What do most people want as a result of filing a sexual harassment claim?**

Studies show that the majority of these people just want the harassment to stop. More and more people are filing complaints with employee-rights agencies like the EEOC because employers fail to take action. It's interesting to note that the majority of people who have been harassed quit or transfer out of the offensive work environment.

**8. How can sexual harassment be prevented?**

Of course, the best method to stop harassment is to prevent it from happening. Prevention begins with an attitude that sexual harassment in any form will not be tolerated.

## *Show Video and Review*

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**Time Required:**

- 30 minutes

**Materials Needed:**

- The Video—*Sexual Harassment in the Workplace... Identify. Stop. Prevent.*

**Objective:**

- To view and discuss the video.
- 

### **Trainer's Instructions**



1. View the video *Sexual Harassment in the Workplace... Identify. Stop. Prevent.*
2. Encourage participants to take notes on the ideas presented.
3. After viewing the video, discuss the following ideas as a large group:
  - The video tells us, “Employers bear the burden to train, educate, and monitor their employees to prevent harassment at work.” Do you think this is fair? Why or why not?
  - Do you think sexual harassment is a big problem in your workplace? Explain.
  - If someone came to you with a complaint of sexual harassment, would you feel comfortable handling the complaint? Explain your thoughts.

## *Identifying Sexual Harassment Exercise*

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### Time Required:

- 20 minutes

### Materials Needed:

- Identifying Sexual Harassment Worksheet

### Objective:

- To apply acquired knowledge to specific situations.

### Trainer's Instructions



1. Distribute copies of the Identifying Sexual Harassment Worksheet to each participant. Read each question aloud, discuss the situation, and decide if it is or isn't sexual harassment.
2. When participants have come to a conclusion, read and discuss the answers.

1. **Connie, a shop foreman, has known for some time about the affairs between some women and their bosses. Furthermore, these women have received perfect reviews while other, more-deserving employees have not. When Connie comes up for a promotion, it is made clear that “socializing” will be part of the new job. She rejects the offer and receives a poor performance appraisal and a probation period and loses an opportunity for an increase in salary. Is Connie being sexually harassed?**

**Yes, on two accounts. First, because some women in Connie's office have in the past received a promotion or financial gain in return for sexual favors, Connie is a victim of environmental sexual harassment. Even though Connie was not at first being harassed directly, she was forced to work under intimidating conditions. And second, Connie is denied a promotion and salary increase because she will not give in to sexual demands.**

2. **Jane works for a construction equipment company in their maintenance shop. Through the course of the working day, Jane is subjected to suggestive jokes, remarks, and questions about a woman's sexual behavior. She is “accidentally” touched repeatedly. Does such behavior by Jane's coworkers constitute sexual harassment?**

**Yes. Any repeated offensive or suggestive language or inquiries about a**

person's sexual behavior is considered sexual harassment when the victim asks the perpetrator to stop the offensive behavior and he or she refuses. Any touching of intimate body parts, accidental or not, is considered sexual harassment. Stroking someone's hair, putting your arm around their shoulder, or anything of a similar nature is considered sexual harassment when the victim asks the perpetrator to stop the offensive behavior and he or she refuses.

3. In their monthly work group meetings, Mr. Blake always requires Liz to set up the meeting in the break room, provide coffee, and take notes. The work group consists of three supervisors: Liz, Tom, and Jack. Is Mr. Blake discriminating against Liz?

*Yes.* Mr. Blake is discriminating against Liz by expecting her to perform tasks not required of Tom and Jack—requesting that she set up the meeting, make coffee, and provide notes. These requests are not sexual in nature, but they do discriminate.

4. Kelley is hired by a company as a timekeeper. Upon reporting for work, she is presented with a uniform that she finds too tight. She objects to the uniform but agrees to wear it when she is told it is required for the job. For two days, Kelley is subjected to repeated abusive comments and suggestions by employees passing her office. When she complains, her employer orders her to wear the uniform or quit. Is this sexual harassment?

*Yes.* Kelley's employer has made it perfectly clear that one of the terms of her employment is to wear a sexually suggestive uniform. If Kelley refuses to wear the outfit, she will lose her job. Such conditions are considered sexual harassment when they intimidate the employee, subject the employee to abusive comments and sexual suggestions, or are required in order for the employee to retain his or her position.

5. Clare and Mark work for a welding company. They are often teamed together on special projects and spend a considerable amount of time together. Mark is attracted to Clare and has asked her out on several occasions. Clare repeatedly rejects his offer, but Mark believes in the theory that persistence will win out, so he keeps asking. Is Mark sexually harassing Clare?

**Yes.** Clare has told Mark on several occasions that she is not interested in going out with him. Mark's repeated request for a date is considered sexual harassment.

6. Max's boss, Shirley, invites him to a bar after work to celebrate his record-breaking production rate. However, when he arrives, he discovers that she is seated at a very secluded table. After a brief discussion of his job performance and chances for advancement, Shirley asks Max back to her house. Is Shirley sexually harassing Max?

**Yes.** Shirley implies that Max's career potential and chance at a possible promotion are contingent on his sexual cooperation—coming back to her house. In this case, Max is the victim of sexual harassment.

7. Linda is very attracted to her boss, Dan. Since they're both single, she asks him over to her house for dinner. After a very pleasant evening and a few too many drinks, they wind up spending the night together. Could this be considered sexual harassment?

It would appear that this situation is mutually desired by two consenting adults. However, in cases like this, there is no black-and-white answer. Because Dan is Linda's boss, the organization could be open to a future sexual harassment suit. At some point, Linda could sue her employer, saying that she felt compelled to sleep with Dan for a variety of job-related reasons. Because suits like this are becoming more common, managers, supervisors, and team leaders should be aware of how their sexual relations with a subordinate could have detrimental effects on the organization.



Perception is key to defining sexual harassment. By doing exercises like this one, you will see that perception can differ in every situation.

## *Exercise from the Book* Stopping Sexual Harassment Before It Starts

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**Time Required:**

- 20 minutes

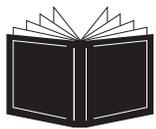
**Materials Needed:**

- American Media How-To Book—*Stopping Sexual Harassment Before It Starts*

**Objective:**

- To read about and discuss different forms of sexual discrimination.
- 

### Trainer's Instructions



1. Read or paraphrase the following:  
**Sexual harassment is a form of sexual discrimination, but there are other forms that you need to be aware of. This reading is designed to educate us on the forms sexual discrimination can take.**
2. Ask participants to turn to page 24 of the book *Stopping Sexual Harassment Before It Starts* and read Chapter 2, “Sexual Harassment as Discrimination.”
3. After participants read the chapter, ask them to complete the self-check on page 34. Discuss their answers as a group.

## *Stopping Sexual Harassment Skills Practice*

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### Trainer's Instructions



#### Time Required:

- 20 minutes

#### Materials Needed:

- Stopping Sexual Harassment Scenarios

#### Objective:

- To practice saying “no” to inappropriate workplace actions.
- 

1. Read or paraphrase the following:

**As we all know, giving advice is easier than taking it. And the advice we might give others is often hard to implement in our own lives. For example, if a friend were approached by a coworker who made an inappropriate remark or an embarrassing proposal, we would readily tell that person to handle the situation forcefully and quickly. But handling it ourselves is often trickier. After all, we work with the perpetrator, probably share the same coworkers, and likely will work with this person on future projects. Many emotions will be involved—embarrassment, anger, disbelief, and fear, just to name a few. And any time emotions are involved, actions become unpredictable. That’s why it is important to know exactly how you would handle an inappropriate sexual advance or innuendo before it happens.**

**That’s what this exercise is for. We are going to practice handling sexual harassment situations in the workplace.**



2. Distribute the Stopping Sexual Harassment Scenarios to each participant.
3. Divide participants into pairs to practice the sexual harassment scenarios presented on the worksheet. One person will act as the perpetrator of sexual harassment. The other will be the victim. When they are done with one scenario, have the pairs switch roles and act out the second scenario.
4. Read or paraphrase the following:



**Now we’ve all had a chance to practice stopping sexual harassment if it happens to us. Remember the advice you would give a friend and act on it. Be forceful and act quickly. Stop the perpetrator when the harassment occurs, and report any continued harassment to the appropriate person in your organization.**

## *Preventing Sexual Harassment Exercise*

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**Time Required:**

- 20 minutes

**Materials Needed:**

- Flipchart or chalkboard
- Paper and pencils

**Objective:**

- To practice viewing workplace behavior from a third party's viewpoint.
- 

**Trainer's  
Instructions**



1. Read or paraphrase the following:

**In the video, Ms. Hanson says, “The best advice I can give you is if you have any doubts about what you’re about to do—if you’re concerned that you could be harassing somebody—just stop. Ask yourself, would you act the same way if your spouse, significant other, or one of your parents were standing beside you? Or if your actions were published in the company newsletter?”**

**Let’s take this idea and practice how we would view possible workplace actions from a third party’s point of view. Consider the idea that everything we do at work is published in the organization’s newsletter. On the flip-chart (or chalkboard), I will write imaginary headlines from a hypothetical newsletter. For each headline, write a brief response to 1) what you would think if you read this headline about somebody you knew; and 2) how you would explain your actions if the headline were written about you.**

1. Did you know?—John Doe tells X-rated jokes every noon by the fifth floor coffee station.
2. Jane Smith caught flirting with her boss. Read all about his reaction inside.
3. Suzy Jones sending private (and very intimate) e-mails to the new guy in accounting.
4. Someone is leaving love letters in George Davis’ mail box. We know who it is. Read inside to find out who.
5. Dale Johnson propositioned his secretary—again! Find out what happened inside.
6. Every day at 3:00, the hunky mail delivery man makes his stop in the mail room. Admiring third-floor females plan their coffee break accordingly!

**Obviously, we would all act differently if we knew every action we took would be printed somewhere for everyone to read. That’s why it is so important to remember the old adage “think before you act.” That will keep us all out of many kinds of trouble.**



## *Posttraining Survey*

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### Time Required:

- 10 minutes

### Materials Needed:

- Posttraining Survey

### Objective:

- To evaluate the effectiveness of this training session.
- 

### Trainer's Instructions



1. Read or paraphrase the following:

**This worksheet is designed to evaluate the effectiveness of this training session. In no way will it be used to penalize you.**

2. Distribute the Posttraining Survey and give participants time to complete it. Discuss the questions below.

#### **1. What is sexual harassment?**

Verbiage will vary but should contain the following ideas:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct by an individual is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision.
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates a hostile or intimidating environment.

#### **2. What are the two main types of sexual harassment?**

Quid pro quo and hostile environment.

#### **3. What are some of the effects of sexual harassment?**

Lost motivation, lost morale, lawsuits, negative (or hostile) environment.

#### **4. If you are confronted with sexual harassment, how should you handle it?**

Answers will vary but should include stopping the action immediately and forcefully and reporting repeated occurrences to the appropriate authority.

#### **5. What can you do to prevent sexual harassment from occurring in your workplace?**

Answers may vary.

## *Follow-up Memo*

This memo should be personalized and sent to each participant one to two weeks after your training session. By following up in this manner, you provide participants with an opportunity to put the materials to work in their own environment.

(Today's Date)

TO: (Participant's Manager)  
FROM: (Your Name)  
RE: ***Sexual Harassment in the Workplace...Identify. Stop. Prevent.***  
Training Session

Earlier this month, you attended a training session in which we talked about recognizing and responding to sexual harassment. During the training session, you learned how to:

- Define sexual harassment and offensive behaviors that can be considered harassment.
- Identify each type of harassment.
- Prevent harassment from happening.
- Stop sexual harassment if it does occur.

If you would like to continue your own self-study on sexual harassment, you are welcome to contact me or (name/department) for use of the ***Sexual Harassment in the Workplace...Identify. Stop. Prevent.*** video, the ***Stopping Sexual Harassment Before It Starts*** self-study book, and other materials we have on recognizing and preventing sexual harassment.

Our hope is that you have been able to put the ideas you learned to work within your area. If you have any questions, please contact me at extension (###).

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P a r t i c i p a n t M a t e r i a l s

# Pretraining Survey

1. Do you feel you have a good understanding of sexual harassment? Explain.
2. Do you feel sexual harassment is a widespread problem? Why or why not?
3. How would you define sexual harassment?
4. There are two main types of sexual harassment. What are they?
5. Can you name some of the effects of sexual harassment?
6. If sexual harassment happened to you, what would you do?
7. Do you feel sexual harassment is increasing or decreasing in the workplace?
8. What can you do to prevent sexual harassment from occurring in your workplace?

# Identifying Sexual Harassment Worksheet

**Instructions:** Read each scenario and determine if the situation could be considered sexual harassment. Circle YES if it is or NO if it isn't. Be prepared to discuss your answers.

- YES—NO Connie, a shop foreman, has known for some time about the affairs between some women and their bosses. Furthermore, these women have received perfect reviews while other, more deserving employees have not. When Connie comes up for a promotion, it is made clear that “socializing” will be part of the new job. She rejects the offer and receives a poor performance appraisal and probation period and loses an opportunity for an increase in salary. Is Connie being sexually harassed?
- YES—NO Jane works for a construction equipment company in their maintenance shop. Through the course of the working day, Jane is subjected to suggestive jokes, remarks, and questions about a woman's sexual behavior. She is “accidentally” touched repeatedly. Does such behavior by Jane's coworkers constitute sexual harassment?
- YES—NO In their monthly work group meetings, Mr. Blake always requires Liz to set up the meeting in the break room, provide coffee, and take notes. The work group consists of three supervisors: Liz, Tom, and Jack. Is Mr. Blake discriminating against Liz?
- YES—NO Kelley is hired by a company as a timekeeper. Upon reporting for work, she is presented with a uniform that she finds too tight. She objects but wears the uniform when she is told it is required for the job. For two days, Kelley is subjected to repeated abusive comments and suggestions by employees passing her office. When she complains, her employer orders her to wear the uniform or quit. Is this sexual harassment?
- YES—NO Clare and Mark work for a welding company. They are often teamed together on special projects and spend a considerable amount of time together. Mark is attracted to Clare and has asked her out on several occasions. Clare repeatedly rejects his offer, but Mark believes in the theory that persistence will win out, so he keeps asking. Is Mark sexually harassing Clare?
- YES—NO Max's boss, Shirley, invites him to a bar after work to celebrate his record-breaking production rate. However, when he arrives, he discovers that she is seated at a very secluded table. After a brief discussion of his job performance and chances for advancement, Shirley asks Max back to her house. Is Shirley sexually harassing Max?
- YES—NO Linda is very attracted to her boss, Dan. Since they're both single, she asks him over to her house for dinner. After a very pleasant evening and a few too many drinks, they wind up spending the night together. Could this be considered sexual harassment?

# Stopping Sexual Harassment Scenarios

## Scenario 1

An assistant was invited by his or her boss to discuss an upcoming project. The boss made reservations at a romantic restaurant and has insinuated that this is more than a business dinner. When relaying the invitation, the boss said, "I think this dinner is in your best interest. If you play your cards right, I can make sure you're named the project leader on the Johnson account. It could mean a big bonus for you."

**Boss:**

Ask your assistant to dinner. Make it clear that your assistant's attendance will determine his or her future with the company. If your assistant says no, be persistent and intimidating. After all, you are the boss, and you expect your assistant to do as you say, even if it involves personal matters.

**Assistant:**

Your boss asks you to dinner and implies future promotions will depend on your attendance. You know this is sexual harassment. You don't want to go to dinner, but your boss is an intimidating person. You are afraid he or she will be difficult to work with if you say no, not to mention the fact that you are afraid of losing your job. How do you handle this?

## Scenario 2

A mail room worker is the only member of his or her sex working in that department. He or she is constantly surrounded by sexually suggestive conversations by coworkers. The sexual talk is often insulting and degrading to the opposite sex and makes working an unpleasant experience. The worker has tried to reason with coworkers and asked them not to speak of sexual matters but has been told "If you can't take it, then get out."

**Majority mail room worker:**

You work in your organization's mail room. You are one of many (men/women) in this department. The work is often tedious, and time passes slowly. You and your friends entertain each other by telling off-color jokes about the opposite sex. One member of the opposite sex works in the mail room. His or her obvious discomfort only fuels the rest of you into being even more raunchy.

**Minority mail room worker:**

You are the only member of your sex who works in your organization's mail room. You often feel alone and left out of department friendships and cliques. To make matters worse, the rest of the department entertains themselves by telling offensive jokes about your sex. This makes you uncomfortable, and you have asked them to stop many times, but that only encourages them more. How do you handle this?

# Posttraining Survey

**Instructions:** The questions listed below highlight key points from your training session. Consider the questions and write your answers in the space provided.

1. What is sexual harassment?
2. What are the two main types of sexual harassment?
3. What are some of the effects of sexual harassment?
4. If you are confronted with sexual harassment, how should you handle it?
5. What can you do to prevent sexual harassment from occurring in your workplace?

# Session Evaluation Form

## *Sexual Harassment in the Workplace...*

### *Identify. Stop. Prevent.*

**Instructions:** Please circle the number that best describes your evaluation of the training session.

	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
This training program concentrates on the importance of keeping the work environment free from sexual harassment.	5	4	3	2	1
This training program helped me identify all forms of sexual harassment.	5	4	3	2	1
As a result of this program, I am more confident in my ability to understand my organization's policy on sexual harassment.	5	4	3	2	1
The objectives of the program were clearly presented.	5	4	3	2	1
Opportunities to ask questions and discuss issues were sufficient.	5	4	3	2	1
The session was well organized.	5	4	3	2	1

The best part of this program was: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This program could be improved by: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I would recommend this session to others. (circle one)

**Yes**

**No**

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*Sexual Harassment  
in the Workplace...  
Identify. Stop. Prevent.*

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O v e r h e a d s

## **Session Objectives**

- **Define sexual harassment and offensive behaviors that can be considered harassment.**
- **Identify each type of harassment.**
- **Prevent harassment from happening.**
- **Stop sexual harassment if it does occur.**

## **Quid Pro Quo**

- **Quid pro quo sexual harassment occurs when employment decisions or expectations—hiring decisions, promotions, salary increases, work assignments, or performance evaluations—are based on an employee’s willingness to grant or deny sexual favors.**

## **Hostile Environment**

**Hostile environment sexual harassment occurs when verbal or nonverbal behavior in the workplace:**

- Focuses on the sexual orientation of another person or occurs because of the person's gender.**
- Is unwanted or unwelcome.**
- Is severe or pervasive enough to affect the person's work environment.**

## **Common Questions**

- **What behavior is harassing?**
- **Why do people sexually harass others?**
- **Who harasses, and how can they be identified?**
- **What is the difference between sexual attraction and sexual harassment?**

## **Common Questions**

- **Who are the most frequent victims of sexual harassment?**
- **Can a sexual harassment claim be made by an employee even if that employee consented to the sexual activity?**
- **What do most people want as a result of filing a sexual harassment claim?**
- **How can sexual harassment be prevented?**

# *Notes*

# *Notes*