

<i>Business Purpose</i>	This course is designed to help employees of Turtleback Web Solutions, Inc. to better understand sexual harassment and its impacts on the workplace. The goal of this training is to increase awareness and accuracy in recognizing harassment, as well as create a better understanding of the policies, laws, and complaint process.
<i>Target Audience</i>	Employees of Turtleback Web Solutions, Inc.
<i>Training Time</i>	20 minutes
<i>Training Recommendation</i>	<ul style="list-style-type: none"> ● 1 e-learning course <ul style="list-style-type: none"> ○ Since the audience is comprised of employees in multiple locations, this is the most efficient and effective solution ● Course includes various classroom demonstrations to illustrate streamlined strategies for the learner.
<i>Deliverables</i>	<ul style="list-style-type: none"> ● 1 e-learning course <ul style="list-style-type: none"> ○ Developed in Articulate Storyline ○ Includes voice-over narration ○ Includes knowledge checks
<i>Learning Objectives</i>	<ul style="list-style-type: none"> ● Define sexual harassment in the workplace ● Recognize sexual harassment in the workplace ● Understand the laws of sexual harassment in the workplace ● Address sexual harassment in the workplace ● Define bystanders in the workplace ● Understand how to take action: the complaint process.
<i>Training Outline</i>	<ul style="list-style-type: none"> ● Cover page ● Introduction <ul style="list-style-type: none"> ○ Purpose and goals of the course ● Overview of course objectives (as indicated above) ● Define the term sexual harassment ● Include examples of how to recognize sexual harassment <ul style="list-style-type: none"> Unwelcome sexual advances Invading personal space Requests for sexual favors Lewd gestures Leering or staring inappropriately Stalking Sending unwanted notes or letter Making offensive remarks about a person's sex Making jokes of a sexual nature Placing unwanted emails or phone calls Using offensive or crude words and phrases Bragging about sexual prowess ● Forms of sexual harassment <ol style="list-style-type: none"> 1. The victim, as well as the harasser, may be a woman or a man. The victim does not have to be of the opposite sex from the harasser. 2. The harasser may be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker or a non-employee, such as a vendor or customer.

	<ul style="list-style-type: none"> 3. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct. 4. Unlawful sexual harassment may occur without economic injury to or discharge of the victim. 5. The harasser's conduct must be unwelcome. ● Knowledge Check <ul style="list-style-type: none"> ○ Learner will drag and drop scenarios that are examples or non-examples of harassment in the workplace. ● Data <ul style="list-style-type: none"> ○ According to NCSL, In FY 2020, the EEOC received over 6,500 sexual harassment claims, a decrease from FY 2019, though the reasons are unclear. Many states are aiming to strengthen federal regulations, with some adding "sex" as a protected class in their discrimination laws. ○ Graph to visualize evidence ● Laws/Policies/Acts/Regulations about sexual harassment in the workplace <ul style="list-style-type: none"> 1. TITLE VII - 1964 2. Unlawful harassment 3. Regulations: 29 C.F.R. Part 1604.11 4. What makes a hostile work environment ● Ways to address sexual harassment <ul style="list-style-type: none"> 1. Policy 2. Report 3. Resolution ● Knowledge Check <ul style="list-style-type: none"> ○ Learner will complete a short answer question. ● Explanation of bystanders <ul style="list-style-type: none"> 1. Recognize the signs 2. Your voice matters 3. Educate others ● Knowledge Check <ul style="list-style-type: none"> ○ Learner will answer a multiple choice question. ● Explanation of the reporting process ● Knowledge Check <ul style="list-style-type: none"> ○ Learner will answer a multiple choice question. ● Summary ● Resources ● Course exit
<i>Evaluation Plan</i>	<ul style="list-style-type: none"> ● 4 assessment questions total