



# A Checklist for Sexual Harassment Prevention Training

This checklist will help you create a training program for preventing sexual harassment in the workplace.

**STEP****1**

## Planning and Setting the Tone

- Get buy-in from leadership.
- Collect and analyze information:
  - Data on investigations (types of claims, trends)
  - Comments related to other harassment prevention efforts
- Coordinate training with other company efforts related to improving culture.

**STEP****2**

## Design the Program Based on Information Obtained from Step #1

- Select a training methodology:
  - Live
  - Online
  - Combination of both
- Choose who will conduct the training.  
Develop a priority for rollout of training.  
Select topics to be covered in formal training and follow-up training.

**STEP****3**

## Develop the Content

- Verify whether your state has legally mandated content.
- Select additional content geared toward increasing understanding and empathy, and positively affecting behavior.
- Verify whether the content can be developed with internal resources.
- Begin drafting content, including helpful and relevant examples that include real-life, nuanced situations.
- Make sure the training is interactive.
  - If live, develop activities, quizzes, and group exercises.
  - If online, make sure program requires interaction, allows for Q&A.

STEP

4

**Map Out a Detailed Plan on How to Deliver the Content**

- Develop a detailed plan on how you will deploy formal training.
- Develop a detailed plan on how you will deploy additional topics to be covered in the program.

STEP

5

**Deploy, Track, and Celebrate**

- Deploy the training.
- Develop a tracking system with reminders and that can easily produce reports.
- Celebrate a job well done.

STEP

6

**Collect and Analyze Data to Keep the Training Loop Going**

- Are there trends based on employee questions asked during the training?
- Are there trends based on employee answers to polling questions, tests, or comments?
- Did you identify any hot spots that need to be taken care of?
- Does the data show opportunities for additional training?
- Use this information to improve the next round of training.