



Preventing Workplace Harassment

Workplace and sexual harassment are “people issues” that often involve decent people acting in ways that make others feel disrespected, vulnerable and psychologically unsafe.

This course focuses on Canadian learners and:

- Engages learners with emotionally provocative scenes
- Shows learners how their perceptions compare with others
- Allows them to see other people’s questions on the topic
- Gives learners a system for universally categorizing actions so people are referencing the same or similar actions and you have a system and a process for behavior change.
- Uses plain language to identify and address the workplace dynamics that can lead to harassment situations – and impact the health of your workplace culture.
- Illustrates concepts in believable, common-sense work settings and addresses issues and developments learners see in the news and discuss amongst themselves.
- Introduces learners to the subject of violence in the workplace, common warning signs of violence and actions everyone can take to minimize workplace violence and its consequences.

This course is appropriate for both managers and employees across Canada. The content was vetted and reviewed by top experts in Canadian employment law.

Course Versions

- Appropriate for Managers and Employees – 60 minutes

Languages

English and French Canadian (*coming*)

Admin Optional Timer

Required Course Elements

- A PDF of, or link to, your written harassment and violence policies for acknowledgment

Included Resources

- Workplace Colour Spectrum® infographic
- Checklist: Reprisal
- Checklist: After Hours Conduct



Content Summary

Lesson Title	Lesson Content
1. Developing Your Workplace Respect Skills	An introduction to the purpose and goals of this course.
2. What Gets in the Way of Respect?	Examining four root causes that can lead to disrespect in the workplace: power disparity, tribalism, low social radar and unhealthy work culture.
3. The Workplace Colour Spectrum® Tool	Explaining what the Workplace Colour Spectrum® is and how it can help managers and employees understand and categorize their conduct - and the conduct of others.
4. What's Unlawful Harassment?	People often speak of workplace harassment and sexual harassment. But what are their actual definitions?
5. What Makes a Culture Toxic and Red	Harassment on account of a protected ground involves words or actions that are offensive to others. What does that mean? How do you know when your conduct crosses the line? And aside from harassment issues, how does that kind of conduct impact work culture?
6. What Makes Conduct "Unwanted?"	What is it and how do you know when your words or actions are "unwanted?"
7. Harassment Based on Protected Grounds	Workplace harassment always involves conduct or comments relating to "protected grounds." But what are "protected grounds?" Where do they come from? Which ones apply in my workplace?
8. Sexually Charged Conduct	People often think of sexually charged conduct when they hear the term "harassment." But what does that mean when it comes to words and actions at work?
9. Who Can Be a Harasser?	Explaining the reach of workplace harassment laws, who is protected and who can be an offender.
10. Reprisal	Employees have a right to raise a concern or complaint without fear of reprisal. But what is reprisal - and when do work decisions cross the line?

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11. The Manager's Role	Managers play a key role in ensuring a healthy work culture. They set the tone. They are the eyes and ears of the employer. And they are the ones who often navigate tricky people and harassment issues.
12. A Digital Divide	Exploring how digital communications can keep us connected and efficient - or create divides and lead to problems.
13. Shifting Your Point of View	Sometimes we take actions or make assumptions without thinking about the impact on others - and whether they might involve protected characteristics. But these situations have consequences. The key is to shift our point of view. Examples: age and family status.
14. Mistaken Identity	Matters relating to our personal lives - including sexual orientation - are bound to come up from time to time at work. But undue or unwanted attention to them can create conflict and lead to problems.
15. The Son	Comments and actions relating to someone's race and ethnicity can be particularly difficult. They can create harassment issues - and, as importantly, destroy trust, camaraderie and inclusion.
16. Bystanders to Upstanders	In most harassment situations, someone outside the situation often knows what's going on. What is the role of the bystander. And how do you go from being a passive bystander to someone who takes action?
17. What Is Workplace Violence?	Sensational workplace violence tragedies are often in the news. But workplace violence covers a lot more ground than that - and impacts people in more ways than you might at first think.
18. Warning Signs	There are usually warning signs before most workplace violence situations happen. Learning to spot and report them is an important way to keep our workplace safe.
19. What Can You Do About Violence?	There is no single cause of workplace violence risk - and so no easy prescription for reducing the risk. But there are some simple, common sense things everyone can do to address potential issues before they become tragedies.
20. Reporting, Investigations and Workplace Policies	Discussing reporting and investigation procedures, as well as presentation and acknowledgement of harassment policy.
21. Post-Program Survey	Asking for learner feedback on the usefulness of the course.