



Prevent Sexual Harassment for Supervisors/Managers



“ Respect for self.
Respect for others.
Responsibility for all your actions.”
~ Dalai Lama

Workshop Preparation Guide

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Workshop Overview

Workshop Objectives

This guide presents a workshop on the topic of sexual harassment. The goal of the workshop is to raise employees' (participants') awareness with respect to key issues related to the topic of sexual harassment. Workshop objectives include:

- Achieving an understanding of the legal and practical definitions of sexual harassment in the workplace;
- Increasing knowledge of the range and types of behavior that constitute sexual harassment;
- Gaining insight into the responsibilities of employers and supervisors; and
- Learning ways to reduce the liability of employers and supervisors for sexual harassment in the workplace.

How to Use the Leader Guide

This guide is intended to be used by the workshop leader(s) and should not be distributed to participants. It includes instructions for organizing and running a successful workshop.

It is recommended that all workshop leaders become familiar with all material related to this workshop, including the Leader Guide, Participant Guide, Supplemental Guide, and video DVD presentation. This guide is indexed so that the workshop leader can refer to corresponding material in the PowerPoint and participant guide.

This guide includes discussion notes on the topic of sexual harassment; however, the workshop leader should have broader background knowledge on the topic. To provide that background, a bibliography of suggested reading and web sites is included with this guide. It is strongly recommended that the workshop leader review all of this material.

Workshop Design

The workshop offers the following features:

- Experiential learning that concentrates on developing knowledge and abilities through the experiences of the participants;
- Practical techniques that can be used on the job;
- The encouragement of learning from the knowledge and experiences of the workshop leader(s) and participants;