

## **Onsite Training Programs to Create a Respectful Environment (C.A.R.E.) and Prevent and Understand Sexual Harassment (P.U.S.H.)**

### **CREATING A RESPECTFUL ENVIRONMENT (C.A.R.E.) A Guideline for Managers, Supervisors and HR Professionals**

How do you ensure an inclusive and respectful environment for your employees and organization? According to a recent report on harassment from the EEOC, there are key activities that your organization should be practicing. This half day workshop is designed to provide a broad overview of laws protecting employees from harassment and discrimination, identify dimensions and benefits of diversity in the workplace as well as practical tips to ensure you are "creating a respectful environment" for your organization. Additionally, we will review the responsibilities that every employee has in recognizing and responding with respect to inappropriate workplace behavior, and those activities that supervisors, managers and HR professionals are held accountable for providing.

#### **Who Should Attend:**

- Supervisors, Managers and HR professionals who need to promote social inclusion and respect within a diverse workforce
- Managers and supervisors who need guidance on how to proactively respond to unacceptable behavior "in the moment"
- Supervisors and managers looking to improve civility in their workplace
- Supervisors and managers looking to improve their employee management skills when handling challenging HR issues

#### **Learning Objectives:**

- Gain knowledge of key practices to establishing a positive employee environment such as civility training and bystander intervention
- Achieve a clear understanding for managers and supervisors of acceptable and unacceptable workplace behavior
- Enhance awareness of our individual values
- Learn to make constructive use of differences and promote tolerance
- Improve the overall work environment and "respect for the individual"
- Prevent Managers and Associates from making critical mistakes
- Understand that everyone has a right to work in an environment free from discrimination, harassment, bullying, hazing, and retaliation
- Understand what is unacceptable vs. what is illegal

### **PREVENTING AND UNDERSTANDING SEXUAL HARASSMENT (P.U.S.H.)**

Sexual harassment...the topic continues to be in the headlines across the nation and there is a highly elevated risk to every organization. According to a recent report on harassment from the EEOC, there are key activities that your organization should be practicing. So, what can your organization do to prevent and understand sexual harassment? It starts with the basics.

This half day workshop is designed to provide a clear understanding of the wide range of behaviors that may constitute harassment, both workplace sexual harassment and other forms of discriminatory harassment.

Participants will have a clear understanding of what is legal vs. illegal, and what is appropriate vs. inappropriate behavior.

Additionally, we will review the responsibilities that every employee has in recognizing and responding to inappropriate workplace behavior. Managers will be able to recognize harassment and know how to respond and report incidents according to their organizations' policy and procedures.

#### **Learning Objectives:**

- Explain what sexual harassment is and what is discriminatory harassment
- Understand why it is important to prevent sexual harassment in your workplace
- Review your responsibilities under company policy and procedures for responding and reporting incidents of sexual harassment
- Gain knowledge of key practices to establishing a positive employee environment such as civility training and bystander intervention
- Achieve a clear understanding of acceptable and unacceptable workplace behaviors
- Understand what is unacceptable vs. what is illegal
- Prevent managers and associates from making critical mistakes that could lead to company liability

**EAF members receive preferred pricing on all Sonnier-Alenius Consulting services.**

**Contact us at 407.260.6556 or [info@eafinc.org](mailto:info@eafinc.org) and ask to speak with Tina today!**

#### **About the facilitator:**

**Tina Alenius, SPHR, SHRM-SCP is Principal of Sonnier-Alenius Consulting (SAC)** and an Associate Partner for Employer's Association Forum (EAF). She is an accomplished Human Resources professional who creates successful learning environments by honoring and reinforcing organizational, cultural and leadership initiatives. Prior to HR, Tina spent many years being a front-line operations manager managing teams from 10 to 500 employees. By building strong human resources credibility, Tina connects personally with clients and supports them in their development. Tina model's customer service skills in all aspects of her career, whether she is in the classroom or working one-on-one with a client. An innovative thinker and strategic thought partner, Tina helps to identify and bridge gaps, create people and business readiness and provide organizations with holistic plans to ensure their workforces are ready for future.