

## Now in English AND Spanish!

Tools 2 Succeed Sexual Harassment prevention workshops for supervisors and managers meet all AB 1825 requirements. We will also facilitate workshops for staff-level employees that can be customized to your needs.

Our supervisor Sexual Harassment training workshop is presented in two hours in compliance with California State mandates. We bring all equipment and handouts.

Our training is fun and interactive and includes discussion, PowerPoint presentation, and a question-and -answer session. We provide information and practical guidance regarding federal and state sexual harassment laws, including harassment prevention and correction, and remedies available to victims.

Learning Objectives for Supervisors and Managers Include:

- 1. What are unlawful harassment, discrimination and retaliation under both California and federal law?
- 2. What steps to take when harassing behavior occurs in the workplace.
- 3. How to report harassment complaints.
- 4. How to respond to a harassment complaint.
- 5. The employer's obligation to conduct a workplace investigation of a harassment complaint.
- 6. What constitutes retaliation and how to prevent retaliation.
- 7. Essential components of an anti-harassment policy.
- 8. The effect of harassment on harassed employees, co-workers, harassers and employers.

In compliance with California requirements, the Sexual Harassment training workshop structure includes questions that assess learning, skill-building activities, and real case scenarios. Each participant will receive:

- Required information sheet (California pamphlet)
- Copy of your company anti-harassment policy (you will provide this policy; we can send you a sample that you can customize)
- Participant Worksheet
- Name Card
- Training Evaluation Form
- Acknowledgment Form
- Certificate of Workshop Attendance

We also offer AB1825-compliant Sexual Harassment Prevention online e-Learning courses in both English and Spanish.

For more information or to schedule training, please contact us.