COURSE OVERVIEW

HARASSMENT & VIOLENCE IN THE WORKPLACE: FOUNDATIONS

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Prepared For :

COURSE OVERVIEW ███████████████████

Course Name: Harassment & Violence in the Workplace – Foundations
Course Overview

Course Description	Knowledge of harassment and violence in the workplace is essential in maintaining a good culture, a good atmosphere, a respectful working environment, and a universal understanding of what constitutes acceptable behaviour and interactions at work. This interactive course aims to introduce the topic of violence and harassment in the workplace, providing participants with the techniques and knowledge needed to integrate current company and governmental policy in everyday roles. Participants will engage in practical and interactive discussions and activities that will enhance the current understand of harassment and violence. Participants will learn how to **define the terms** in order to apply them to real-world settings**, identify harassment** using workplace scenarios that mimic workplace setting, and learn the steps needed to **report instances** of harassment. There is a strict policy regarding harassment and violence, and compliance is non-negotiable.
Course Purpose	The purpose of this course is to provide ██████████████ employees with the foundational knowledge and skills necessary to align workplace behaviors with company expectations and government compliance standards. Through in-person training, participants will gain a clear understanding of what constitutes harassment and violence in the workplace, ensuring they are equipped to foster a safe and compliant work environment upon successful completion and active participation.
Course Goal	*Upon successful completion of this course, participants will...* Develop the knowledge needed to foster a respectful and safe working environment by proactively addressing, preventing, and responding to harassment and violence in the workplace.

Course Objectives	*Upon successful completion of this course, participants will be able to:* 1. Define harassment and violence in the workplace in accordance with company policy and legal standards. 2. Identify and evaluate workplace scenarios to recognize behaviors that constitute harassment or violence. 3. Apply knowledge of company policies on harassment and violence *daily* to promote a respectful workplace culture and reduce incidents.

Course Format	**Facilitator- Led Learning**
	
	1. Facilitator- Led Learning: Over the course of 2 hours, participants will work alongside the manager of HR, ▮▮▮▮▮▮▮▮, to engage in various forms of learning activities.
	2. Activities include:
	    a. A **pre and post quiz** to determine learner knowledge before course delivery and after.
	    b. An **icebreaker activity** to get participants thinking about workplace policies (Myth or Fact).
	    c. A **punctuated lecture** – to teach course content while asking critical thinking questions/ encourage discussion.
	    d. **Interactive exercises** including:
	        i. *Scenario assessments (Would You Report It?)*
	        ii. *Role-play activity*
	        iii. ***NOTE**: An alternate activity has been provided in case the buy-in (enthusiasm) for the role-play activity is difficult to attain, or there are not enough participants.*

Course Requirements	To complete the Course, learners are required to: ☐ Be present in the course for its entirety, **no exceptions**. ☐ Fully participate in **group discussions.** ☐ Fully participate in **group activities.** ☐ **Complete the post-assessment** quiz to gauge learning.

PRE-SESSION OVERVIEW

Course Name: Harassment & Violence in the Workplace – Foundations	
Pre-Session Overview	
Learning Objectives	*Upon successful completion of this course, participants will be able to:* 1. Define harassment and violence in the workplace in accordance with company policy and legal standards. 2. Identify and evaluate workplace scenarios to recognize behaviors that constitute harassment or violence. 3. Apply knowledge of company policies on harassment and violence *daily* to promote a respectful workplace culture and reduce incidents.
Session Time	2 hours
Course Information	**Seven days** prior to the beginning of the course, participants will receive an email that includes the course syllabus/ overview, which will outline where the course will take place, the date, expectations, and current workplace policy documents. • Participants will be expected to review the syllabus and policy before attending the session.
Participant Materials	**Participant Handouts** • All participants will receive a 6-page handout that will consist of the pre-assessment quiz, company policies (2), instruction page for group activities, key takeaways handout, and post-assessment quiz. **Participant Tools** • Optional notepad and pen/ pencil/ highlighter for notetaking. **Technology Required** • No technology will be required by participants at this time.
Facilitator Materials	• Facilitator Guide (including Syllabus and Lesson Plan with detailed script) • Participant Pre-assessment Quiz Handout

	- Company Policies - Course Activity Instruction Handout - Takeaway/ Overview Handout - Participant Post-Assessment Quiz Handout - Attendance Sheet
Facilitator Task List	- Review content and ensure that no material is missing. - Prepare PowerPoint slideshow and connect computer *[if using]*. - Photocopy all material and ensure that there are enough copies for all participants. - Ensure that the room is setup and prepared/ able to accommodate role play and or discussion groups. - Rehearse the course demonstration with appropriate management teams if necessary. - Print off list of participant's names to tack participants and course completion

SEMI-STRUCTURED LESSON PLAN – NO SCRIPT

Course Name: Harassment & Violence in the Workplace – Fundamentals			
In-Person Session: 2 hours			
Time	**Instructor Role**	**Participant Role**	**Course Aids**
Starting Off			
7 mins	1. **Tech Check** • Check that computer has been hooked up (if using) and that PowerPoint presentation is displayed in slideshow mode. 2. **Getting Started** • Thank participants for coming and welcome them to their first ███████████ in-person training session! • Introduce yourself as the instructor. • Confirm that participants have reviewed the policy that was sent to them the week prior. • Set expectations for active participation – all must contribute! • Foster a sense of security for participants to confidently take risks and hone their skills in a supportive and respectful setting.	**Participants will:** ▪ Listen ▪ Introduce themselves.	**Resources:** • Harassment and Violence PowerPoint (PPT) • Facilitator Guide **Tech Tools:** • Facilitator Computer • PPT Presentation

	3. **Agenda** • Provide an overview of the course and agenda for the next 2 hours. • Review the course goal and learning objectives.		
10 mins	4. **Pre-Assessment Strategy** • Participants will be asked a critical thought question to get them thinking about the subject. • Provide participants with pre-assessment multiple choice quiz to assess current policy knowledge. • Review answers as a group before moving on. • Do not take questions about content at this time. • Re-iterate that questions will be answered as the course progresses.	**Participants will:** ▪ Listen ▪ Ask questions ▪ Complete quiz	**Resources:** • Harassment and Violence PPT • Facilitator Guide • Participant Handout #1: Pre-assessment Multiple Choice Quiz **Tech Tools:** • Facilitator Computer • PPT Presentation **Feedback** • Informal Facilitator feedback during review session.
Learner-Centered Activities			
ACTIVITY: Icebreaker: Myth or Fact?			
10 mins	**Icebreaker: Myth or Fact?** • Participants will be asked to look at 7 scenarios presented on screen. • Together, determine whether each scenario is a myth or fact, before asking participants a critical thought question. • Encourage participant	**Participants will:** ▪ Listen ▪ Ask questions • Answer questions, give thoughts and opinions, engage in group discussion.	**Resources:** • Harassment and Violence PPT • Facilitator Guide **Tech Tools:** • Facilitator Computer • Corresponding

	engagement by asking if anyone wants to guess the answer.		PPT slides **Feedback** • Informal Facilitator feedback during discussions.

Facilitator-Led Activity			

ACTIVITY: Punctuated Lecture			
25 mins	**Punctuated Lecture:** • Facilitator will begin the mini lecture and will use the provided lesson plan script found in the facilitator guide. • Review harassment and violence policies as provided by the company, establishing company expectations and current procedural processes. • Ask questions after every information section to break up content/ walls of text. • Allow participants the chance to answer questions to avoid cognitive overload.	**Participants will:** ▪ Listen ▪ Ask questions ▪ Answer questions, give thoughts and opinions, engage in group discussion.	**Resources:** • Harassment and Violence PPT • Facilitator Guide **Tech Tools:** • Facilitator Computer • Corresponding PPT slides **Feedback** • Informal Facilitator feedback during discussions.

Learner-Centered Activities			

ACTIVITY: Would You Report It?			
15 mins	**Breakout Group Activity:** • Participants are moved into their assigned groups to complete the activity. • Participants are assigned scenarios and should read them to identify: 1. Whether the scenarios qualify as harassment or violence, and	**Participants will:** ▪ Read assigned scenarios and assess for harassment. ▪ Listen ▪ Ask questions ▪ Provide feedback to their groups	**Resource** • Harassment and Violence PPT • Facilitator Guide • Scenario Handout if there is no PPT. **Technology Tools** • Facilitator Computer

	2. Whether the incidents should be reported. • They should assess scenarios and discuss with the group. • Participants will share their findings with the large group in a large group discussion.	regarding harassment and reporting. ▪ Share their findings with the group as part of the post-activity discussion	• Corresponding PPT slides **Feedback** • Informal facilitator and coworker feedback during group discussion.
BREAK: 10 mins			
ACTIVITY: Role-Play Scenario: Prevention in Practice			

30 mins	**Group Activity: Role-Play Scenario**
	• Participants are moved into their groups to complete the activity.
	• Participants are assigned different roles (affected employee, offender, witness/supervisor).
	• Participants will be given scenarios and should act out their assigned roles.
	• Once the scenario is completed, participants should switch roles and do the next scenario.
	• After all scenarios are completed, participants will come back together to discuss three questions:
	  1. What was handled well?
	  2. What could have been done differently?
	  3. How does this scenario relate to our company policy?
	• Participants will share their answers with the other groups and will be asked to give answers as a group, in a large discussion.
	  ○ I.e.: "Group 1, what was handled well?", etc.
		Participants will:
		▪ Read assigned scenarios and act them out.
		▪ Switch roles once a scenario is completed.
		▪ Contribute answers to large group discussion.
			Resource
			• Harassment and Violence PPT
			• Facilitator Guide
			• Scenario Handout if there is no PPT.
			
			Technology Tools
			• Facilitator Computer
			• Corresponding PPT slides
			
			Feedback
			• Informal facilitator and coworker feedback during group discussion.

ACTIVITY: Post-Assessment & Final Check-In			
10 mins	**Post-Assessment Activity: Quiz** • Take a moment to thank participants. • Provide participants with post-assessment multiple choice quiz to assess policy knowledge *after* course engagement. • Review answers as a group. • Remind participants of the importance of identifying issues and setting boundaries to maintain a respectful workplace.	**Participants will:** ▪ Listen ▪ Ask questions ▪ Complete quiz	**Resources:** • Harassment and Violence PPT • Facilitator Guide • Participant Handout: Post-assessment Multiple Choice Quiz **Tech Tools:** • Facilitator Computer • PPT Presentation **Feedback** • Informal Facilitator feedback during answer review.
Summary/ Closing Off			
3 mins	**Summarize and Close:** • Inform participants that they have completed the course. • Provide participants with a Key Takeaways/ Review handout with important course information. • Ask participants a food for thought question to close the session impactfully. • Thank participants for their participation and say goodbye.	**Participants will:** ▪ Listen	**Resources:** • Harassment and Violence PPT • Facilitator Guide • Participant Handout: Key Takeaways **Tech Tools:** • Facilitator Computer • PPT Presentation