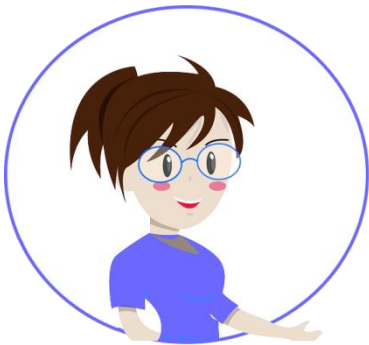


How to Manage Sexual Harassment Complaints (Half Day)

Aim

This half day workshop gives guidelines on how to manage sexual harassment complaints and gender ethics within the workplace, understanding the causes and consequences to individual and company, the potential resolutions, and cures. Sexual Harassment lawsuits are costly and organisations that have regular awareness training are less likely to be in a position of having to defend their actions and decisions.

What Others Had to Say About this Course...



This course addressed issues that both men and women have to cope with.
~ Sheena

Who Should Attend this Course?

This course will benefit all staff.

Outcome

The delegates who attend this training will gain improved knowledge of acceptable interpersonal boundaries and acceptable and unacceptable sexual behaviour. They will be better positioned to recognise manipulation of sexuality and be empowered to give more appropriate responses.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
116489	2	5	Identify and operate within ethical boundaries for human sexual behaviour

The unit standards above are an indication of the content of the workshop. Our workshop theories are designed to include the outcomes recommended by SAQA US IDs.

Duration: ½ -Day

Content

The Definition and Description of Harassment Recaps /or intro	<ul style="list-style-type: none">• What does the law say?• What are international best practises when dealing with sexual harassment?• What does the company policy state?
What construes a complaint?	<ul style="list-style-type: none">• The procedural approach to a complaint• Requesting the information from the complainant• Confidentiality• Writing up the report• Who should be in the room?• Gathering evidence• Including witnesses• Identifying the way forward• The personal approach required• The time frames• The right to information
False complaints	<ul style="list-style-type: none">• The ramifications• Conveying this information to a complainant
Awareness, Training and putting resources in place for potential complainants	<ul style="list-style-type: none">• What can be done if you are in the position of being harassed?• Making resources available to all• Continual education regarding positive behaviour