



How to Manage Sexual Harassment Complaints

Course Outline



Your business outcomes are our priority. Proving impact in real time.

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

Topic	What You Will Learn
The Definition and Description of Harassment (Recap/Intro)	• What does the law say? • What are international best practices when dealing with sexual harassment? • What does the company policy state?
What Constitutes a Complaint?	• 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	• The ramifications • Conveying this information to a complainant
Awareness, Training and Putting Resources in Place for Potential Complainants	• What can be done if you are in the position of being harassed? • Making resources available to all • Continual education regarding positive behaviour

Optional Purchases

When ROI and Implementation Matter

At Staff Training, we understand that each individual and/or organisation has unique needs and goals. We have developed a range of valuable, but optional purchases to maximise your training outcomes:

SETA Accredited Training Options

Most of our workshops are aligned with SETA Accredited unit standards, or you can opt for the fully accredited version of your workshop choice. This includes a certificate of competence when successfully completed. All other certificates are certificates of attendance.

The Afterburner

Afterburners are additions to selected workshops. These continued learning courses include a re-cap of material covered during the workshop and continue to expand on both knowledge and skills development for the workplace.

Skills Check

Skills Checks are extremely useful in the measurement of ROI of soft skills training. This tool is structured to help the learner improve on the implementation of new skills through a goal-driven process of accountability and reflection.

LevelUp Coaching

A 2-hour, one-on-one coaching option for those who would like to address and build on the knowledge they gained during training. Converting theory into practice under the tutelage of an experienced coach.

PowerPath Coaching

A powerful investment into your future leaders. One-on-one leadership coaching with the globally acclaimed Enneagram as the self-mastery tool.

Staff Training is an accredited IEQ9 Provider. Our Enneagram offerings include a SETA Accredited version of a leadership development workshop as well as an emotional intelligence and Enneagram combination. You can also explore our specialist hybrid offerings of workshops and coaching below.

Enneagram Group Coaching Journey	Enneagram: Insight to Action
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