Preventing Harassment and Discrimination in the Workplace | Gateway for Supervisors

Course Outline –Supervisors
Includes pre- and post-surveys

Module	Learning Objectives	# of Configurable Pages
Building Positive Workplaces: Gateway for Supervisors	• Identify awareness, attitude, and action as three steps toward being an active bystander. • Define the responsibility organizations have to prevent harassment, discrimination, and retaliation. • Recognize the significance of preventing misconduct, even if it's not illegal.	4
Recognizing Discrimination and Developing Awareness	• Define discrimination as unfair treatment toward a person based on certain characteristics. • Recognize that Title VII protects employees from discrimination on the basis of race, color, sex, religion and national origin. Differentiate disrespect and bullying from harassment and discrimination. • Identify categories protected under anti-discrimination laws.	2
Leading Workplaces Resistant to Discrimination: Gateway	• Identify opportunities to support employees through accommodations. • Describe the supervisor's duty to report any potential discrimination they become aware of.	2

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Identifying Harassment and Cultivating Positive Attitudes	• Differentiate harassment and discrimination. • Identify types of harassment at work, from subtle issues to illegal actions. • Recognize the effects of harassment on the work environment. • Define attitude as how you support, encourage, and maintain a professional work environment. • Describe barriers that prevent employees from engaging in bystander intervention. • Define the bystander effect as the phenomenon by which the more people who witness an incident, the less likely it is that someone will intervene.	2
Leading Workplaces Resistant to Harassment: Gateway	• Describe the supervisor's duty to report any potential harassment they learn about. • Identify strategies for using empathy with employees to prevent harassment.	2

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Spotting Retaliation and Taking Action	• Define retaliation as when an employee is punished for engaging in an activity that is legally protected. • Describe how protected activities and adverse actions relate to retaliation. • Recognize legal remedies and penalties for harassment, discrimination, and retaliation. • Identify ways to take direct action as a bystander. • Identify distract, delegate, and delay as indirect bystander intervention techniques.	2
Leading Workplaces Resistant to Retaliation: Gateway	• Recognize the importance of taking appropriate action in response to misconduct. • Identify strategies supervisors can use to follow up with employees after issues have been handled. • Recognize a supervisor's duty to report potentially illegal behavior and prevent further misconduct.	3

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Module	Learning Objectives	# of Configurable Pages
Conclusion: Gateway for Supervisors	• Identify awareness, attitude, and action as three steps toward being an active bystander.	8

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