

## OVERVIEW

As the dramatic shift to a highly diverse workforce continues and the reality of organizations needing to work at full capacity, organizations know they must help all workers understand how to work together in a positive and productive manner. This program helps individuals and organization define acceptable behavior and expectations around respect in the workplace through self-awareness, understanding, and application.

## OBJECTIVES:

At the conclusion of this training program, the participants will be able to:

- Describe the special role that respect plays in today's workforce
- Define legal and organizational expectations for maintaining respect and inclusiveness
- Build Mutual Understanding and Respect through us of the Traffic Light Analogy in recognizing actions and behaviors, including Sexual Harassment Prevention
- Learn how to strengthen team communication and productivity among all individuals through greater respect and inclusiveness to maintain a harassment-free workplace.

## AGENDA - TWO HOUR SESSION

APPROX. TIME	TOPIC	ACTIVITY / MODEL
15 minutes	Welcome Intro, Objectives, and Ground Rules	What does RESPECT Mean to you?
20 minutes	Respect and Safety in the Workplace Policy	Introduction, Review, and Discussion
30 minutes	Define Harassment and Bullying in the Workplace	Discussion / Review
25 minutes	Identifying Appropriate / Inappropriate Behavior  (Sexual Harassment Awareness and Prevention)	Traffic Light Analogy Scenarios/Case Studies



## RESPECTFUL WORKPLACE

20 minutes	What Can I Do?	Identifying the Value of speaking up and stopping the unacceptable behavior
10 Minutes	Wrap Up, Summary, and Evaluations	Commitment and Action Planning

### LENGTH

2 hours

### CLASS SIZE

Maximum class size is 30 participants.