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| INSTRUCTOR’S LESSON PLAN | |
| COURSE TITLE | **SEXUAL HARASSMENT AWARENESS & PREVENTION** |
| **TARGET AUDIENCE** | Commonwealth supervisors and managers |
| **PURPOSE OF COURSE** | Increase awareness and prevent sexual harassment |
| **COURSE OBJECTIVES** | Define sexual harassment; Identify the types and behaviors of sexual harassment. |
| Identify and apply the policy prohibiting sexual harassment  Explain the reporting procedures pursuant to the policy |
| Explain how to respond to complaints of sexual harassment  Identify strategies to prevent sexual harassment. |
| **SKILLS & COMPETENCIES** | Avoid behaviors that could be harassment |
| Report behaviors that could be harassment |
| Prevent behaviors that could be harassment |
| **EVALUATION LEVEL** | Level one – end of course questionnaire |
| **EVALUATION METHODOLOGY** | Kirkpatrick Method of Evaluation |
| **TOTAL INSTRUCTIONAL HOURS** | 4.5 hours with set-up (4-hours). Set-up & test equipment day before training session if possible (.5-hour). |
| **ROOM SET UP** | U-shape with LCD front center projected on screen. (35 participants) |
| **EQUIPMENT, TRAINING AIDS, SUPPLIES NEEDED** | Laptop/PC, PowerPoint presentation with video CD, LCD projector, external speakers, extension cord, power strip, projection screen, (4)flip charts & easels, markers, masking tape, duct tape, participant handouts, pencils, name tents, and candy. |
| **INSTRUCTOR PREPARATION** | Review trainer’s manual with slides and test equipment for video interaction with PowerPoint. Test sound level & room lighting |
| **PARTICIPANT PREPARATION** | None |
| **INSTRUCTOR REFERENCES** | Instructor’s Manual; Equal Employment Opportunity Office & website. |
| **PARTICIPANT REFERENCES** | Participant handout with Executive Order 2002-4 and Management Directive 505.30. |

**Key Point Outline**

8:30 I. INTRODUCTION

* Participants and Presenters
* Agenda Slide 2
* Learning Objectives Slides 3-4
* Importance Slide 5
* Pre-Training Survey Slides 6-27

9:10 II. WHAT IS SEXUAL HARASSMENT?

A. Legal Basis Slide 28

1. Definition Slide 29  
  
 a) Subsection a) explained Slide 30  
 b) Subsection b) explained Slide 31

c) Subsection c) explained Slide 32

2. Traditional Examples Slide 33

1. Evolution

1. Now includes……….. Slide 34

2. Now includes……….. Slide 35

1. Examples

1. Written Slide 36

2. Verbal Slide 37

3. Visual Slide 38

4. Physical Slide 39

9:35 III. UNDERSTANDING THE TWO TYPES Slide 40

A. Classic Quid Pro Quo Slides 41-42

1. Video Vignette Slide 43

2. Discussion Questions Slides 44-45

10:00 (BREAK)

10:15 B. Hostile Work Environment Slide 46

1. Explanation Slides 47-48

2. Definition of “Severe or Slides 49-52  
 Pervasive”

3. Video Vignette Slide 53

4. Discussion Questions Slides 54-55

10:45 IV. UNDERSTANDING SUPERVISORY Slides 56-65  
 LIABILITY

V. UNDERSTANDING COMMONWEALTH  
 POLICY

A. Review Policy Slides 66-70

B. Reviewing of Reporting Procedures Slides 71-74

1. Video Vignette Slide 75  
 2. Discussion Questions Slides 76-77

3. Why Some People Hesitate To Slides 78-83  
 Report

C. Policy Regarding Retaliation Slides 84-86

D. What to do if……. Slides 87-94

E. Strategies for Prevention Slides 95-97

F. Complaint Investigation Slides 98-101

G. Video Vignette Slide 102

\*Discussion Questions Slides 103-104

12:30 V. SUMMARY AND CONCLUSION

1. Summary of Key Points Slides 105-109
2. Additional Information Slide 110
3. Summary, Evaluation and Adjourn Slide 111