

## HANDLING HARASSMENT AT WORK

*“Create a Safe, Respectful, and Inclusive Workplace for Everyone.”*

### Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

### Introduction

Harassment at work is a serious issue that affects employee well-being, organizational culture, and overall productivity. This course equips participants with the knowledge and skills to identify, prevent, and respond to various forms of workplace harassment. The Handling Harassment at Work training focuses on creating awareness about legal obligations, company policies, and best practices for fostering a respectful work environment. Participants will engage in interactive sessions, role-playing exercises, and case studies to understand how to recognize harassment, intervene appropriately, and promote a culture of dignity and inclusion.

### Objectives

By the end of this course, participants will be able to:

- Understand the types and forms of workplace harassment.
- Recognize behaviors that constitute harassment and discrimination.
- Learn the legal framework and organizational policies regarding harassment.
- Develop skills to prevent harassment and promote respect in the workplace.
- Respond effectively to complaints and manage sensitive situations.
- Support colleagues and create a safe reporting environment.
- Promote inclusion, diversity, and professional ethics.
- Apply practical strategies to build a harassment-free workplace culture.

## Why Attend

A harassment-free workplace is essential for employee satisfaction, productivity, and organizational reputation. This course provides practical knowledge and actionable strategies for handling harassment, ensuring compliance with laws and company policies. Whether you are a manager, HR professional, or team member, this training empowers you to contribute to a safe, respectful, and inclusive work environment.

## Target Audience

This course is suitable for:

- Human Resource Professionals
- Managers and Team Leaders
- Supervisors and Department Heads
- Employees at all levels
- Compliance and Ethics Officers
- Organizational Development Specialists
- Anyone responsible for maintaining workplace safety and ethics

## Individual Benefits

- Gain awareness of harassment types and prevention strategies.
- Learn how to respond to complaints appropriately and sensitively.
- Build interpersonal and conflict-resolution skills.
- Increase confidence in promoting a safe and respectful work environment.
- Understand legal responsibilities and company policies regarding harassment.
- Enhance professional reputation and ethical behavior.
- Develop leadership skills in creating a positive workplace culture.

## Organizational Benefits

- Reduce risk of harassment incidents and legal liabilities.
- Foster a positive, inclusive, and productive work environment.
- Improve employee morale, engagement, and retention.
- Strengthen organizational policies and compliance practices.
- Promote teamwork, respect, and collaboration across departments.
- Build a culture of accountability and ethical behavior.
- Enhance the organization's reputation as a responsible employer.

## Instructional Methodology

The training employs a practical, participatory approach through:

- Interactive presentations and discussions
- Case studies and real-world examples
- Role-playing and scenario-based exercises
- Group activities to practice intervention and reporting skills
- Guided exercises on policy implementation and complaint handling
- Q&A sessions and continuous feedback to ensure comprehension

## Course Outline

- Module 1: Introduction to Workplace Harassment and Its Impact
- Module 2: Types and Forms of Harassment: Physical, Verbal, Sexual, and Cyber
- Module 3: Legal Framework and Organizational Policies
- Module 4: Recognizing Warning Signs and Risk Factors
- Module 5: Prevention Strategies and Awareness Programs
- Module 6: Handling Complaints and Reporting Procedures
- Module 7: Investigating Incidents and Maintaining Confidentiality
- Module 8: Conflict Resolution and Mediation Techniques
- Module 9: Promoting Respect, Inclusion, and Diversity
- Module 10: Capstone Activity - Developing an Action Plan for a Harassment-Free Workplace

## Certification

Upon successful completion, participants will receive a Certificate in Handling Harassment at Work, recognizing their knowledge and practical skills in promoting a safe, respectful, and inclusive workplace environment.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

### In-House / Customized Training

Interested in running this course for your team?

Please contact us:

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