

如何预防及应对职场性骚扰

Combating and Eradicating of Sexual Harassment at the Workplace

21 November 2023, 9am - 5pm （华语班）

COURSE OBJECTIVE

At the end of the program, participants are able to:

- Define sexual harassment
- Identify the causes and effects of sexual harassment in the workplace
- Identify the major legal precedents that cover sexual harassment
- Identify some appropriate responses to sexual harassment
- How free sexual harassment beneficial to employees and the organization

讲师：

Brian Wee

- 马来西亚人力资源发展部认证讲师及人力资源顾问
- 超过30年经验的企业培训及咨询

RM385/ pax

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COURSE INTRODUCTION

The purpose of this course for participants is to know how to: - Avoid sexually harassing behavior, realize the cost of sexual harassment to an organization, and identify the psychological, health-related, and career-related effects of sexual harassment. The need for a sexual harassment policy in an organization, respond appropriately to the employee being harassed and to the accused, and ultimately creating a healthy and productive workforce.

COURSE CONTENT

MODULE 1: UNDERSTANDING THE ISSUES

- Defining Sexual Harassment
- Identifying the Causes
- Understanding the Effects
- Understanding the Law
- Responding to Harassment
- Cases studies

MODULE 2: UNDERSTANDING THE LAW

- Identifying Sexual Conduct
- Identifying Unreasonable, Severe Conduct
- Identifying Unwelcome Conduct
- Why is sexual harassment illegal?
- Industrial Court Awards

MODULE 3: DESIGNING POLICIES & PROCEDURES

- Evaluating your workplace
- Designing an effective policy
- Implementing complaint procedure
- Training employee

MODULE 4: PREVENTIVE AND REMEDIAL MEASURES

- Failure to report SH
- Actions to be taken by SH victims
- Making a complaints

COURSE CONTENT

MODULE 5: PROMOTIONAL AND EDUCATIONAL PROGRAMMES

- Management responsibility and Liabilities
- Communicating the SH Policy
- Employees Handbook
- Company newsletter
- Employees awareness and training
- Auditing effectiveness of promotional activities

MODULE 6: SPECIAL CONCERNS OF UNION MEMBERS

- Your contract
- Your union
- Grievance procedures
- Involvement and role of trade unions

MODULE 7: A HEALTHY AND PRODUCTIVE WORKPLACE

- Code of Practice Preventing and Eradicating the Sexual Harassment at Workplace
- SH Video Show
- Brain Storming session
- Q & A

TARGET AUDIENCE

Supervisors, Executives, Managers and those involve in implementing the SH policy

COURSE METHODOLOGY

Lectures, case studies, Industrial Court Awards and video show

DURATION

1 Day