

Course Title: **Sexual Harassment in the Workplace - Prevent Crossing the Line**

Duration: 60-90 minutes

Speaker: Deborah Jenkins, PHR, SHRM-CP

Course Description:

Sexual Harassment in the Workforce training is designed for all employees, including the management team. Prevention can be accomplished by educating everyone on what sexual harassment is, how it is illegal in the workplace, what everyone's responsibilities are, and how to handle situations if they should arise. Training events such as this one are a great demonstration of good faith efforts on the employers behalf to educate staff on how to prevent sexual harassment in the workplace and therefore litigation actions. Sexual Harassment prevention training is recommended to be offered immediately to all new employees with annual refresher trainings for all staff.

Everyone deserves a workplace free from harassment and intimidation. All genders of employees are entitled to a work environment without hostility and offensiveness. Sexual harassment, intended or perceived, is strictly prohibited as stated in Title VII of the Civil Rights act of 1964. Legal definitions and requirements continue to evolve, making it critical to keep up on law changes. Maintaining an enjoyable, relaxed, and fun work environment, while abiding by the laws, can be done when common sense prevails, when all employees are routinely educated on expectation behaviors, and when zero-tolerance for harassment is expressed.

With this resource-loaded, fast-paced, and relatable course, you will receive tools, tips, and techniques to use to successfully lead your team. By the end of the training, you will have actionable items and tools to implement the learning objectives and achieve sustained success.

This is a PowerPoint instructor-led presentation that includes lecture, audience participation, key takeaway action plans, and is qualifiable for 1.0 CEUs per instruction hour.

Course Objectives:

- Understand the laws surrounding sexual harassment in the workplace
- Identify what actions constitute sexual harassment in the workplace
- Recognize resolution efforts to prevent claims of sexual harassment
- Explore best practices
- Learn tips and techniques
- Determine expectations and responsibilities

Course Outline:

1. Definition of sexual harassment including Quid Pro Quo
2. Responsibilities of employees, managers, and business owners
3. Action plan for prevention

Why Attend:

Attending this training will help you and your team grow professional skills and discover how to work towards continued success for yourself, your team, and your organization. This course will help you to advance your current success, boost your chances to meet your future goals and aspirations, and to inspire others to follow your lead. Further, this course will help your team better understand company-wide expectations of individuals and teams in order to achieve desired results. When workplaces incorporate these cultural principles, the work environment becomes a place to look forward to coming to.

If developing your skills aren't addressed by you or your organization, there is a risk of individual, team, department, and organizational failure by not reaching the full potential of everyone.

Who Will Benefit:

Everyone that interacts with others and aspires to continue their professional development will benefit from this training. That includes anyone from front line workers to the leadership team. It is also general information that is relevant to all industries including human resources, medical, legal, hospitality, transportation, government, sales, communications, education, insurance, science, engineering, banking, non-profit, fitness, investment, realty, marketing, construction, and more. Human Resource Professionals, Supervisors, Managers, Business Owners, CEOs, COOs, CHROs, Presidents, Vice Presidents, Employees.

Speaker Profile:

Deborah Jenkins has over twenty years of experience as an Accounting and Human Resources (HR) Professional. She has served in senior leadership roles as well as supporting businesses as an HR generalist, payroll specialist, training and development provider, and benefits administrator. The variety of industries she has contributed to spans the public, private and non-profit sectors. From this, Deborah has derived a broad understanding of the challenges facing business leaders, HR professionals, and all personnel. After having spent years broadening her skills, knowledge, and experience, Deborah now serves her clients as a Human Resources Consultant, Leadership Development and Workforce Training Expert, Motivational Speaker and Executive Coach through her business, HR Solutions, LLC.

To prepare her for these opportunities to serve her clients, Deborah earned a Bachelor's Degree in Human Resources Management and an Associate's Degree in Accounting. She further is a certified Human Resources Professional from leading associations in the world, including a Professional in Human Resources (PHR) from the Human Resources Certification Institute, a Society for Human Resource Management Certified Professional (SHRM-CP), and a Toastmaster's Competent Leader (CL). To offer additional value-added tools to her services, Deborah has completed training and is an Authorized Partner and Trainer with Wiley's Everything DiSC®.

Deborah believes that learning is a lifelong adventure, and she continually pursues personal and professional development. She also believes in giving back to her community and has been an active board member for several non-profit organizations

including local Toastmaster's Chapters and both the local Society of Human Resource Management (SHRM) chapter as well as the Montana State Council SHRM.

By sharing knowledge, inspiring others, and continually pursuing personal growth, Deborah aspires to ignite both individual and corporate success, thus enhancing overall well-being and shared fulfillment. Her goal is to assist others to develop more effective communications, supportive collaboration, and harmonious concord to reach superior streamlined, successful, and enjoyable results. Starting her own business in 2013 allows her to allocate her energies to accomplish this mission and focus in the areas she's most passionate about: Leadership Development, Workforce Training, Motivational Speaking, and Human Resource Management Consulting.

When Deborah is not working, learning, or volunteering her time, she enjoys hanging out with family and friends, spending time outdoors with Mother Nature, and taking in the arts and entertainment offered in her home state of Montana and beyond.



Scheduling:

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