



<b>Course No. and Title</b>	<b>12. BEST STRATEGIES FOR AVOIDING SEXUAL HARRASSMENT IN THE WORKPLACE</b>	
<b>Best For</b>	Leaders, managers and supervisors in all industries and all professions willing to create and maintain a workplace free of sexual harassment, by preventing it rather than dealing with law suits.	
<b>Description</b>	<p>The number of sexual harassment charges filed with the Equal Employment Opportunity Commission is constantly in the rise. While sexual harassment is very common at work, and unfortunately, women are more commonly the victims, there is a growing trend of men filing claims of harassment in the workplace. This session explains what sexual harassment is and what it is not, and provides details on the types of cultural behavior that may be interpreted as sexual harassment. Using numerous cases of sexual harassment, participants will determine the employee's and the management's responsibilities for preventing sexual harassment.</p> <p>Note: This course does not provide legal advice on sexual harassment. For legal advice please seek the services of a competent professional.</p>	
<b>Location</b>	This program is offered <b>IN-HOUSE</b> at client's location of choice or as a <b>SEMINAR</b> .	
<b>Participants</b>	Maximum: 20 participants	
<b>Options Duration and Cost</b>	<b>COURSE OPTIONS and DURATION</b>	
	<u>Option 1.</u> Minimum 2 hours	\$300/hour
	<u>Option 2.</u> Multiple one-hour sessions or extended period - same location - same Ante Meridiem or same Post Meridiem. Minimum 2 sessions.	\$275/hour
	<u>Option 3.</u> 1-6 hours for out-of-town assignment (100 + miles one way)	\$1,500
<b>Related Expenses</b>	1. Travel/Mileage	\$30 per round trip or \$.55 per mile, whichever is greater
	2. Out-of-town Assignment	Air & ground transportation + lodging + meals.
	3. Training Material	Materials: \$1- \$1.50 per participant (if applicable)
	4. Additional Participants	\$30 per participant above the maximum of 30
<b>Take Away</b>	<ol style="list-style-type: none"> <li>1. A certificate of completion. This course may count for continuing education units.</li> <li>2. Important information beneficial for you professionally, but also to your company</li> <li>3. A great networking opportunity.</li> </ol>	
<b>Continuing Education Units</b>	Many organizations accept our certificate in conjunction with our detailed course description and objectives (issued separately) to fulfill their yearly continuing education units (CEUs) requirements. Check with your organization for details.	
<b>Just a reminder!</b>	<p><i>We are, of course, a nation of differences. Those differences don't make us weak. They are the source of our strength.</i></p> <p style="text-align: right;">President Jimmy Carter</p>	