

Topical Comparison

INSTRUCTOR-LED VERSION	ONLINE VERSION
<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>• Course objectives</li> <li>• Effectively communicating organizational policy</li> <li>• Organization’s anti-harassment policy</li> <li>• Roles and responsibilities of the organization, managers, and employees in preventing sexual harassment</li> <li>• Definition of sexual harassment</li> <li>• Types of sexual harassment</li> <li>• Federal and state laws prohibiting sexual harassment</li> <li>• The Prescriptive Rules®</li> </ul>	<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>• Course Objectives</li> <li>• Effectively communicating organizational policy</li> <li>• Organization’s anti-harassment policy</li> <li>• Definition of sexual harassment</li> <li>• Types of sexual harassment</li> <li>• State’s definition of sexual harassment</li> <li>• Roles and responsibilities of the organization, managers, and employees in preventing sexual harassment</li> <li>• The Prescriptive Rules®</li> </ul>
<p><b>Welcoming Concerns</b></p> <ul style="list-style-type: none"> <li>• Creating a welcoming environment</li> <li>• The Welcome Model®</li> <li>• Workplace environment</li> <li>• Same-sex harassment</li> <li>• Third-party harassment</li> </ul>	<p><b>Welcoming Concerns</b></p> <ul style="list-style-type: none"> <li>• Creating a welcoming environment</li> <li>• The Welcome Model®</li> <li>• Addressing employee concerns</li> <li>• Mutual banter</li> <li>• Work-Talk Circle</li> <li>• Same-sex harassment</li> <li>• Workplace environment</li> <li>• Third-party harassment</li> <li>• Open Door policy</li> </ul>
<p><b>Duty to Act</b></p> <ul style="list-style-type: none"> <li>• Duty to Act</li> <li>• Federal and state remedies               <ul style="list-style-type: none"> <li>- California</li> <li>- Connecticut</li> <li>- Maine</li> </ul> </li> <li>• Retaliation</li> </ul>	<p><b>Duty to Act</b></p> <ul style="list-style-type: none"> <li>• Federal and state remedies               <ul style="list-style-type: none"> <li>- California</li> <li>- Connecticut</li> <li>- Maine</li> </ul> </li> <li>• Duty to Act</li> <li>• Retaliation</li> <li>• Where to <i>Get Help</i></li> </ul>
<p><b>Business Decisions</b></p> <ul style="list-style-type: none"> <li>• Maintaining business relationships with employees</li> <li>• Objective vs. subjective criteria</li> <li>• Performance management discussions</li> </ul>	<p><b>Business Decisions</b></p> <ul style="list-style-type: none"> <li>• Objective vs. subjective criteria</li> <li>• Maintaining business relationships with employees</li> <li>• Minimizing unfair employment decisions</li> <li>• Performance management discussions</li> <li>• Inappropriate e-mails</li> </ul>

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<p><b>Concerns Resolved</b></p> <ul style="list-style-type: none"> <li>• Tips for addressing client behavior</li> <li>• Action planning activity</li> <li>• Review of concepts covered throughout the session</li> </ul>	<p><b>Summary</b></p> <ul style="list-style-type: none"> <li>• Tips for addressing client behavior</li> <li>• Review of concepts covered throughout the session</li> <li>• Applying the Welcome Model®</li> <li>• Action planning activity</li> </ul>
<p><b>Reference Materials</b></p> <ul style="list-style-type: none"> <li>• Federal and State Laws Preventing Sexual Harassment</li> <li>• Significant California Settlements and Verdicts</li> </ul>	<p><b>Reference Materials</b></p> <ul style="list-style-type: none"> <li>• Federal and State Laws Preventing Sexual Harassment</li> <li>• Cases in Point</li> <li>• Tips for Preventing Sexual Harassment</li> <li>• Participant Manual</li> <li>• Glossary of Terms</li> <li>• The Prescriptive Rules®</li> <li>• The Welcome Model®</li> <li>• Duty to Act</li> <li>• Third Party Policy</li> <li>• Anti-Harassment Policy</li> <li>• Open Door Policy</li> </ul>