

civil treatment[®] for MANAGERS

Instructor-Led and Online Module Comparison



TOPICS COVERED - INSTRUCTOR-LED	TOPICS COVERED - ONLINE
<p>Introduction – “Because we’re busy.”</p> <ul style="list-style-type: none"> • Course Objectives • Prescriptive Rules[®] 	<p>Introduction – “Because we’re busy.”</p> <ul style="list-style-type: none"> • Course Objectives • Prescriptive Rules[®] • Duty to Act
<p>Risk of litigation is covered in the Introduction module.</p>	<p>Workplace Environment (Part 1) – “Some meeting...” Part 2</p> <ul style="list-style-type: none"> • Risk of litigation
<p>Sexual Harassment – “Some meeting...”</p> <ul style="list-style-type: none"> • Sexual Harassment <ul style="list-style-type: none"> - Quid Pro Quo - Hostile Work Environment • Third-Party Harassment • Roadmap for Minimizing Risk 	<p>Handling Complaints – “What’s on your mind?” and “The Top 5 Reasons”</p> <ul style="list-style-type: none"> • Sexual Harassment <ul style="list-style-type: none"> - Quid Pro Quo - Hostile Work Environment • Retaliation • Roadmap for Minimizing Risk • Review of Duty to Act • Electronic Communications in the Workplace • National Origin Harassment
<p>National Origin – “The Top 5 Reasons”</p> <ul style="list-style-type: none"> • Religion-Based Harassment • National-Origin-Based Harassment • Electronic Communications 	<p>Electronic communications and national origin issues are covered in the Handling Complaints module.</p>
<p>Retaliation – “What am I supposed to say?”</p> <ul style="list-style-type: none"> • Sex-Based Discrimination • Retaliation/Protected Protest 	<p>Retaliation is covered in the Handling Complaints module.</p>
<p>Duty to Act – “What’s on your mind?”</p> <ul style="list-style-type: none"> • Duty to Act • Sexual Harassment • Documentation 	<p>Duty to Act is covered in the Introduction module. Sexual harassment is covered in the Handling Complaints module.</p>

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<p>Mutual Banter – “When’s my turn?”</p> <ul style="list-style-type: none"> • Inappropriate Mutual Banter • Workplace Environment • Work-Talk Circle 	<p>Monitoring Conversations – “When’s my turn?”</p> <ul style="list-style-type: none"> • Inappropriate Mutual Banter • Workplace Environment • Work-Talk Circle
<p>Abusive Behavior – “Are you going to be there?”</p> <ul style="list-style-type: none"> • Abusive Behavior • Favoritism • Inclusion 	N/A
N/A	<p>Business Decisions (Part 2)</p> <ul style="list-style-type: none"> • FACT Model[®]
<p>Age Discrimination - “Can you believe it?”</p> <ul style="list-style-type: none"> • Age Discrimination • Termination Decisions • Age Discrimination in Employment Act • FACT Model[®] 	<p>Communicating Termination - “Can you believe it?”</p> <ul style="list-style-type: none"> • Age Discrimination • Making Effective Termination Decisions • Age Discrimination in Employment Act
<p>Pregnancy Discrimination – “No doubt about it.”</p> <ul style="list-style-type: none"> • Pregnancy Discrimination • Employment Decisions • Pregnancy Discrimination Act • Family and Medical Leave Act 	<p>Promotion Decisions</p> <ul style="list-style-type: none"> • Pregnancy Discrimination • Making Business Decisions Based on Objective Criteria • Pregnancy Discrimination Act • Family and Medical Leave Act
<p>Accommodation Issues – “I’m really in a bind.”</p> <ul style="list-style-type: none"> • Disability Accommodation/Discrimination • Americans with Disabilities Act • Religious Accommodation 	<p>Accommodation Request - “I’m really in a bind.” and “Your top priority.”</p> <ul style="list-style-type: none"> • Disability Accommodation/Discrimination • Americans with Disabilities Act • HIV/AIDS • Religious Accommodation/Discrimination • FACT Model[®]
<p>Disparate Treatment – “We have a little problem.”</p> <ul style="list-style-type: none"> • Race Discrimination • Disparate Treatment 	<p>Disciplinary Discussion – “We have a little problem.”</p> <ul style="list-style-type: none"> • Race Discrimination • Disparate Treatment

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CT Toolkit[®] <ul style="list-style-type: none"> CT Toolkit[®] 	Course Summary <ul style="list-style-type: none"> Review of Workplace Environment Issues Review of Business Decision Issues Review of the Prescriptive Rules[®] Review of the FACT Model[®] Review of a Manager's Duty to Act
Workplace Relationships – “Strictly business.” <ul style="list-style-type: none"> Sexual Harassment Wrongful Discharge 	N/A
Workplace Violence – “What do you mean?” <ul style="list-style-type: none"> Workplace Violence Duty to Act 	Managing Conflict – “Catch the game last night?” <ul style="list-style-type: none"> Hostile Work Environment Workplace Violence Documentation
Sexual Orientation/Gender Identity – “Sending a message.” <ul style="list-style-type: none"> Sexual Orientation and Gender Identity 	N/A
Interviewing Skills <ul style="list-style-type: none"> Interviews References 	N/A
Take Note <ul style="list-style-type: none"> Effective Documentation 	N/A