



ONLINE MODULE OVERVIEW (2-HOUR)

CT Impact[®]: Managing a Harassment-Free Workplace helps managers develop the necessary skills to prevent sexual harassment, communicate the organization's expectations about workplace conduct, recognize and respond to problematic behavior, and maintain an environment where employees are comfortable bringing forward concerns. This two-hour online course meets all requirements of sexual harassment training laws set forth by California, Connecticut, and Maine. It also offers an opportunity for participants to review and acknowledge relevant organizational policy. Broken into 9 modules, the course can be taken in as few or as many sessions as the user prefers.

Featuring a mix of live-action videos and other interactive scenarios, this highly engaging course teaches practical skills through an immersive and experiential format. Participants apply memorable behavioral guidelines to realistic workplace scenarios and skills-building exercises.

FEATURES

- Immersive, first-person experience
- Live-action videos and audio- and text-based scenarios throughout
- Skill challenges throughout
- Modern design and easy user navigation
- Short modules and per-page bookmarking to allow users more flexibility in completing the course
- Click-to-acknowledge tracking for proof of receipt of anti-harassment policy

COURSE OUTLINE

Module 1, Introduction

- Course objectives
- Uncivil Behavior Triangle
- Overview of harassment and discrimination
- The Prescriptive Rules[®]
- The CT Leader Actions[™]

Module 2, Definition of Sexual Harassment

- Sexual harassment (federal and state definitions)
- Quid pro quo
- Hostile work environment
- Third-party harassment
- Anti-harassment policy

Module 3, Duty to Act

- Manager's Duty to Act
- Federal and state remedies
- Roadmap for Minimizing Risk

Module 4, Welcome Concerns

- The Welcome Model[®]
- Creating a welcoming environment
- Definition of retaliation
- How to prevent retaliation



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Module 5, Electronic Communications

- Managing electronic communications in the workplace
- Appropriate use of electronic communications
- Managing a remote workforce

Module 6, Inappropriate Mutual Banter

- Definition of inappropriate mutual banter
- The Work-Talk Circle
- Tips for communicating standards
- Sexual orientation, gender identity, and gender expression

Module 7, Abusive Conduct

- Definition of abusive conduct
- Impact of abusive conduct
- How to address abusive conduct

Module 8, Favoritism and Romantic Relationships

- Risks to romantic relationships with direct reports
- Maintaining a business relationship with employees
- Avoiding perceptions of favoritism

Module 9, Course Conclusion

- Review of key concepts

**For more information about
CT Impact[®] or other ELI[®] learning solutions,
contact your sales representative at
(800) 497-7654 or visit eliinc.com.**

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