



Sexual Harassment Prevention for California Supervisors

Have you made plans to comply with the California Training Law updates for this year?

Altrex Performance Systems... your resource for cost-effective, high-quality training solutions!

Key points of the law:

- Employers with 50 or more employees
- All employees with "supervisory authority" must be trained
- Minimum 2 hour *interactive* training
- Must be completed every 2 years

What is the law?

The Law covers these key provisions:

- Employers with **50 or more** employees, including outside California, must comply. This number includes temporary service workers, and "persons providing services pursuant to a contract" in its workforce.
- All "supervisors" must be trained **within six months** of their appointment.
- **Repeat or refresher** training of a minimum 2 hours should be conducted at least every two years for all supervisors.

Who must be trained?

Training must be provided to all employees in California who have "supervisory authority" or anyone having the authority to exercise independent judgment to:

- Hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees
- Direct the work of other employees or adjust their grievances
- Effectively recommend any of these action

What are the requirements?

The training is required to include:

- practical guidance regarding the prevention and correction of sexual harassment under both state and federal laws,
- remedies available to victims, practical examples aimed at instructing supervisors in the prevention of harassment, discrimination and retaliation,
- interactivity to include discussion, role-play, question/answer activity, and a quiz or test confirming learning of the key points, and must be conducted by a qualified presenter with knowledge and expertise in the field of harassment, discrimination and retaliation.

Our training program and instructors meet and exceed those requirements!

Our Training Solutions

We know you have concerns about how to deliver "interactive" training to your supervisors and meet the required minimum 2 hours. We offer flexible delivery options to meet your varied needs:

1. **On-site Classroom training:** Our qualified trainers can conduct training at your location. These customized sessions will include **your policies and procedures**, and focus on your key issues with harassment.
2. **Public sessions:** If you don't have enough people for your own in-house session, we will be offering public workshops at convenient times and locations to help you meet the training requirements.

Don't delay! Contact us today to find out the best training solution for your organization.

Contact us today to
schedule your workshop!

Phone:
(949) 654-2534

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What our clients are saying:

"We immediately had positive feedback from the participants in the class – practical, easy to understand, and even fun!"

"Our supervisors actually enjoyed the training session. They feel much more confident about their responsibilities."

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Our Course Outline:

Introduction

- Sex discrimination and harassment statistics
- Court cases
- Why learn about harassment?

▶ Course Goals and Objectives

- *Key Objective:* Identify what is and what isn't sexual harassment

▶ Test Your Sexual Harassment Knowledge

- Interactive exercise to discover participants' knowledge of sexual discrimination and harassment

▶ Defining Sexual Discrimination and Harassment

- Definitions, examples, and circumstances under which they exist
- Federal and California laws regarding harassment and discrimination

▶ Two Types of Sexual Harassment

- *Quid pro quo*
 - o Definition, circumstances under which it exists, examples, and cases
- *Hostile environment*
 - o Definition, circumstances under which it exists, examples, and cases
 - o Recognizing a hostile environment

▶ Recognizing Harassment

- Recognizing harassment by identifying named patterns and their descriptions
- Interactive exercise in which participants decide on whether a scenario describes a situation that is considered sexual harassment, and if so, which type.

▶ Preventing Harassment and Discrimination

- Strategies for preventing the behaviors that can lead to complaints and lawsuits
- Understanding company policy

▶ Harassment Complaints

- Do's and Don'ts in handling complaints

▶ Retaliation

- Identifying when it has occurred
 - o Defining "adverse employment action"
- Retaliation quiz
 - o Interactive exercise to test the understanding

▶ Case Studies

- Interactive discussion covering some gray-area scenarios

▶ Avoiding Sexual Harassment Pitfalls

- Interactive quiz testing knowledge retention

▶ Test Your Knowledge

- Quiz taken individually and scored upon completion

▶ Appendix

- Title VII of the Civil Rights Act of 1964
- Your company policy and procedures
- Sexual Harassment FAQ's
- Court cases