



# Prevent Sexual Violence and Harassment

Leader Guide

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## Workshop Overview

### Workshop Objectives

This guide presents a workshop on the topic of sexual harassment. The goal of the workshop is to raise employees' (participants') awareness with respect to key issues related to the topic of sexual harassment. Workshop objectives include:

- Achieving an understanding of the legal and practical definitions of sexual harassment in the workplace;
- Increasing knowledge of the range and types of behaviour that constitute sexual harassment;
- Gaining insight into the responsibilities of employers and supervisors; and
- Learning ways to reduce the liability of employers and supervisors for sexual harassment in the workplace.

### How to Use the Leader Guide

This guide is intended to be used by the workshop leader(s) and should not be distributed to participants. It includes instructions for organizing and running a successful workshop.

It is recommended that all workshop leaders become familiar with all material related to this workshop, including the Leader Guide, Participant Guide, Supplemental Guide, PowerPoint and video DVD presentation. This guide is indexed so that the workshop leader can refer to corresponding material in the PowerPoint presentation and participant guide.

This guide includes discussion notes on the topic of sexual harassment; however, the workshop leader should have broader background knowledge on the topic. To provide that background, a bibliography of suggested reading and websites is included with this guide. It is strongly recommended that the workshop leader review all of this material.

### Workshop Design

The workshop offers the following features:

- Experiential learning that concentrates on developing knowledge and abilities through the experiences of the participants;
- Practical techniques that can be used on the job;
- The encouragement of learning from the knowledge and experiences of the workshop leader(s) and participants;

- A participant guide that provides reference material based on workshop concepts and techniques;
- A PowerPoint presentation that can be shown during the workshop;
- The Prevent Sexual Harassment in the Workplace 15-minute video DVD that can be shown as an introduction to, or further emphasize workshop content; and
- A supplemental guide with additional scenarios for group discussions. The guide's appendix features printable scenarios as an aid to facilitate group discussions.

The workshop can also be extended by including a lesson on rolling out the employer's anti-harassment policy. See *How to Customize the Workshop* for further information.

### **PowerPoint Presentation**

To use the PowerPoint presentation included with this training kit, you will need:

- A computer with PowerPoint or a PowerPoint viewer installed;
- A projector connected to the computer being used for the training session.

*Note: To prevent delays, it is important to test the functionality of your equipment before using the presentation.*

### **How to Customize the Workshop**

Customizing the workshop greatly enhances its value to participants. The following suggestions may be helpful:

- Before conducting the workshop, obtain information about the organization and the participants, their jobs and any specific human rights issues that they face;
- Consult colleagues about human rights issues to help build a larger base of knowledge and understanding of the topic as well as collect relevant examples;
- Customize the participant guide for the organization and the particular participants attending;
- Alter the workshop outline and/or timing to reflect the needs of the audience. Use examples to which the audience can relate; and
- If it seems useful and time permits, allow discussion to continue beyond the recommended time frame. Always remember to process each activity thoroughly as it is important that participants are able to fully experience each activity.



A short video can provide an additional form of learning and be an effective change of pace from the experiential learning on which the remainder of the workshop is based. It is suggested that a video DVD be inserted after a 15-minute break and before Lesson 6.

The workshop can also be customized to include training on the employer’s anti-harassment policy. This optional step is best done in Lesson 7.

There are two suggested agendas options outlined in the Suggested Agendas section of this document which can be adjusted to suit the needs of the group and workshop leader.

There are further tips for compressing the workshops contained in each of the lessons.

### Guide Format and Intent

The workshop presented in this guide highlights the major issues in identifying and preventing sexual harassment in the workplace. This guide is divided into 4 parts:

Title	Description
Part I - Workshop Overview	Provides an overview of the workshop design, workshop preparation instructions, evaluations techniques and tips to facilitate the session.
Part II - Introduction Workshop Activities	Provides the following: <ul style="list-style-type: none"> <li>• Detailed instructions on how to conduct each of the workshop activities;</li> <li>• All reference materials required to explain activities and to conduct lectures;</li> <li>• 15-minute video DVD; and</li> <li>• All associated participant handouts, and handouts including final quiz, supplemental guide (additional scenario handouts for group discussions), and PowerPoint templates.</li> </ul>
Part III - Glossary of Terms	Provides a glossary of relevant topic-specific terms.
Part IV - Participant Guide	Provides workshop reference materials for reproduction and distribution to participants.  The PowerPoint slides included in this kit may be printed out as a handout. Select the option to print handouts and request 3 slides per page.

Although the workshop is complete, the design is flexible and can be customized to various groups and time frames. Its primary focus is to provide an environment that promotes learning through experience and encourages the transfer of these experiences and knowledge to the job.

### Workshop Activity Outline

The workshop activities presented in Part II are divided into 8 lessons:

Lesson	Title	Description
1	Workshop Orientation	Sets out the framework of the workshop, discusses the workshop objectives and agenda, describes responsibilities, and provides an opportunity for an icebreaker or group activity and the participants to identify their workshop expectations.
2	Introduction	Participants will gain a general overview of the legal significance and adverse impact on both the employer and workers if sexual harassment is not addressed in the workplace.
3	Liability for Sexual Harassment	Participants will examine the different types of responsibilities or liabilities under corporate, supervisor, worker, and workplace.
4	Definition of Sexual Harassment	Participants will learn the definition of sexual harassment under Canadian law, and what sexual harassment is and is not (welcome vs. unwelcome behaviour, and clear vs. unclear behaviour).
5	Profile of a Typical Target of Sexual Harassment	Participants will review the effects of sexual harassment on the victim, and workplace.
6	Types of Sexual Harassment	Participants will review each type of sexual harassment and examples for each of the three types.
7	Where Do You Draw the Line?	Participants will examine what factors form perceptions of sexual harassment, and the steps that can be taken if they believe they are being sexually harassed, what to do they if have witnessed an incident, and reprisal for filing a sexual harassment complaint.

8	Wrap-up and Evaluation	Provides an opportunity to summarize workshop content, answer participants' questions, and distribute handouts, including course evaluation sheet.
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## Target Audience

This workshop's goal is for all participants to understand the legal aspect of sexual harassment and its impact, and what steps they can take if they believe they are being sexually harassed. The course content within this workshop is a general overview and can be used for annual retraining of employees and for new hires. Ideal classroom size for Instructor-led training is no more than 25 participants.

## Workshop Preparation

### Contacting Participants

Participants should be notified of the following information well ahead of the scheduled workshop date:

- Workshop leader's name and position or trainer's name and professional history;
- Workshop location;
- Date(s) and times;
- Workshop goals and objectives; and
- A brief outline of the topics to be covered.

Participants should also be advised the workshop is based on an experiential learning model and will involve active participation of the group. They will be encouraged to work with new ideas and approaches and will be given an opportunity to practice what they have learned. (Refer to document – Workshop Details and Agenda)

### Location Requirements, Materials and Equipment

It is important to choose a location that has access to the following:

- Ample wall space for posting group information (optional)
- Space that can accommodate a number of round tables and chairs
- Extra tables for workshop leader materials
- Refreshments
- Laptop with media player

- Audio/visual equipment including overhead projector and PowerPoint projection system

All of the activities in Part II specify the materials that are required for each activity.

The Preparation Checklist lists the materials and equipment required for the workshop. Other equipment and materials not itemized may be necessary if the workshop leader alters the workshop design.

The workshop leader should arrive early to allow sufficient time for workshop preparation and set-up including checking materials, arranging the room and ensuring that equipment is functioning properly.

SAMPLE

### Preparation Checklist

1. Prevent Sexual Harassment Leader Guide \_\_\_\_\_
2. Reproduced Participant Guide(s) \_\_\_\_\_
3. Leader Supplemental Guide (Additional Scenarios) \_\_\_\_\_
4. Final Quiz(zes) \_\_\_\_\_
5. Workshop Sign-in Sheet \_\_\_\_\_
6. Evaluation/Feedback Forms \_\_\_\_\_
7. Prevent Sexual Harassment in the Workplace video DVD \_\_\_\_\_
8. Overheads/PowerPoint Presentation \_\_\_\_\_
9. Computer and projection system  
*If using video DVD. <sup>1</sup>* \_\_\_\_\_
10. Participant Name tags \_\_\_\_\_
11. Two or more newsprint flipcharts (Optional) \_\_\_\_\_
12. At least one flipchart easel (Optional) \_\_\_\_\_
13. Two packages of non-bleeding felt markers (Optional) \_\_\_\_\_
14. Masking tape (Optional) \_\_\_\_\_
15. Prepared flipcharts for activity instructions and  
workshop orientation (Optional) \_\_\_\_\_
16. A watch or clock for timing activities \_\_\_\_\_
17. Refreshments for breaks  
*(if appropriate)* \_\_\_\_\_
18. Water and glasses on tables \_\_\_\_\_

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<sup>1</sup> Note that PowerPoint/DVD software or viewer/media player must be installed on the presentation computer.

## Suggested Agendas

### Option 1:

This material can be used as part of an employee orientation.

The participant(s) can go through the video at their computer, read the participant guide and supplemental guide at their own pace. The supervisor can then facilitate a question and answer period and follow-up with the Post Assessment Quiz and correct with the participant(s).

The video is approximately 15 minutes in duration. The employer should have the employee read and sign-off on their related policies at that time.

### Option 2:

The material can be used as a workshop format and can be made interactive by showing the video or PowerPoint presentation, completing reflection activities, and having participants volunteer the answers.

Or, the video can be shown straight through and the quiz (paper copy version) completed at the end.

To make the workshop more experiential, a supplemental guide has been included, with scenarios studies that you can assign to your participants, who can be divided up into groups at tables. Please refer to the supplemental guide for further instruction.

The following agendas are provided as examples and should be modified to fit the individual needs of the group. Participants should be provided with an agenda approximately one week prior to the workshop.

**Sexual Harassment**  
**September XX, 20XX**  
**Boardroom A, ABC Company**

(Short Version)

Description	Estimated Time Requirement
<b>Lesson 4</b> – Definition of Sexual Harassment	8:30 to 9:00
<b>Lesson 5</b> – Profile of a Typical Target of Sexual Harassment	9:00 to 9:45

Break	9:45 to 10:00
<b>Lesson 6</b> – Types of Sexual Harassment	10:00 to 10:45
<b>Lesson 7</b> – Where do You Draw the Line?	10:45 to 11:00

(Half-Day Version)

Description	Estimated Time Requirement
<b>Lesson 1</b> – Workshop Orientation	8:30 to 8:45
<b>Lesson 2</b> – Introduction	8:45 to 9:00
<b>Lesson 3</b> – Responsibilities and Liabilities for Sexual Harassment	9:00 to 9:15
<b>Lesson 4</b> – Definition of Sexual Harassment	9:15 to 9:30
<b>Lesson 5</b> – Profile of a Typical Target of Sexual Harassment	9:30 to 9:45
Break	9:45 to 10:00
<b>Video</b>	10:00 to 10:30
<b>Lesson 6</b> – Types of Sexual Harassment	10:30 to 11:15
<b>Lesson 7</b> – Where Do You Draw the Line?	11:15 to 11:45
<b>Lesson 8</b> – Wrap Up and Evaluation	11:45 to 12:00

**Total****3.5 Hours**

### Workshop Training Records

Keeping accurate training records for each of your employees is an important part of your health and safety program. Proper recordkeeping will enable your company to pass third party audits or inspections. As part of an investigation or routine inspection, your provincial Labour Ministry may request to see these records for proof of training etc. Therefore, maintaining up-to-date training records for each employee is essential. Failure to comply or provide records can cause legal problems. You may also be audited by your customers, or other recognized organization. All of these organizations will expect your company's records to comply with their inspection criteria.

Training records also play an increasingly important part in helping you enable the effective running of your business or organization. This information can assist you with recruitment and training, performance reviews, and career advancement.

Training records should include at a minimum the following:

- Employee name, department
- What training was provided for each competency level across each skill?
- When and where was this training, skill and knowledge provided?
- Proof and evidence of employee's competence level(s), including statements of compliance and sign-off sheets if required
- Copy of the completion certificate retained in the employee's file

For recording purposes, it is suggested you have the participant(s) sign an acknowledgement slip, dated and authorized by the reporting supervisor confirming training occurred, filing the completed quiz (paper copy version), and/or by leading a discussion with the participant(s) on the content covered in the training material and making note in their personnel file.

## Measuring the Effectiveness of the Workshop

### Measuring Participant Learning During the Workshop Session

Participant learning will be measured at the conclusion of the session and will be evaluated by peers and self.

### Using the Evaluation/Feedback Form

The Evaluation/Feedback Form measures participants' response to various elements of the workshop including workshop location, content, workshop leader, and activities.

### Measuring Participant Learning After the Workshop Session

While the Evaluation/Feedback Form gives participants an opportunity to comment on elements of the workshop, it does not provide the employer or the workshop leader with any indication of whether or not what has been learned is actually being applied in the workplace.

The following are some suggested ways in which the workshop leader and/or the employer can measure or evaluate the transfer of learning from the workshop to the workplace.

Transfer of learning can be measured by:

- Observation
- Follow-up interviews



- Questionnaires

Sources of the above information may include:

- Workshop participants
- Participants' supervisor(s)
- Persons who interact with workshop participants on the job

### Time Frame

The evaluation of transfer of learning to the workplace usually is completed six weeks to six months after the workshop.

### Workshop Facilitation Tips

A good workshop leader contributes both process and structure to group interactions. A workshop leader assists and enables the group by providing support in functioning effectively.

The following tips will help you prepare for and facilitate this session.

1. **Know the participants.** Gather as much information as you can about the participants and the organization.
2. **Stay neutral.** Focus on the process. Use questions and suggestions to offer ideas but do not impose opinions on the group.
3. **Active listening.** Use active listening skills to facilitate group participation.
4. **Paraphrase.** Use paraphrasing to clarify and reinforce ideas.
5. **Ask questions.** Effective questioning can invite participation, gather and probe for information. This is your most important tool.
6. **Provide participants with meaningful feedback.**
7. **Use a flipchart.** The flipchart is an effective tool for ensuring that participant ideas are documented completely and accurately.
8. **Keep time.** Time guidelines have been established for each lesson and activity. Enforcing time guidelines keeps the group focused.
9. **Redirect.** When you are asked a question, redirect it to another participant to get an answer. This stimulates group interaction.
10. **Clarify assumptions.** Participant assumptions should be understood and sometimes challenged by the group.

11. **Build on ideas.** Don't just record individual ideas; get participants to build on each other's comments and ideas so that the recorded points represent the collective thinking of the group.
12. **Have the group evaluate the process.** Tell the group how they look to you and ask them how they think they are doing. Have participants interpret their own and each other's actions as well as provide solutions to problems when necessary.
13. **Summarize.** Workshop leaders summarize to start, revive and to end a discussion.
14. **Let the group decide whether to pursue sidetracks.** Let the group know when they are off track. They should decide whether to pursue the discussion or get back to the agenda (with consideration for timing).
15. **Use a parking lot.** Record questions and sidetracks for further discussion or other agendas on flipchart and post.
16. **Process each activity thoroughly.** It is important that participants are able to fully experience each activity.
17. **Practice, practice, practice!**

## Workshop Orientation

Timing:  
15 Minutes



### Introduction

Workshop leader introduces self and provides a brief outline of his or her background.

### Icebreaker

#### Option 1:

Workshop leader asks participants to introduce themselves using an alliterative adjective such as, "I am jumpy Jane." The next person repeats the previous person's name and adds his/her own alliterative name.

The exercise continues with each person repeating each person's name that was said before until all participants have been introduced.

#### Option 2:

Workshop leader asks participants to say their name and the place they would most like to visit in the world. Other participants can then ask them what it is about that particular place that appeals.

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### WORKSHOP LEADER NOTE

#### Ice Breaker for Workshops - Ground Rules:

- **Time it.** Workshop icebreakers are meant to introduce the workshop itself. They shouldn't be too short or over run. The length should be proportionate to the time allocated to the orientation session itself.
- **Be considerate.** Having a light hearted workshop icebreaker is fine. Ensure that no one feels awkward though. That would not set the tone well.
- **Keep dignity.** Make sure nothing compromises the dignity of anyone, particularly if participants don't know one another.

#### Participant Expectations

Workshop leader asks each participant to state one expectation for the workshop. Responses are recorded on a flipchart and posted on the wall.

If one or more participants give the same response, the workshop leader places a checkmark beside the response.



## Learning Objectives

Specifically, when you complete this training, you should be able to:

Slide  
1

- Define key concepts associated with sexual harassment.
- List behaviours that constitute sexual harassment.
- Identify the different types of sexual harassment.
- Differentiate between welcome and unwelcome behaviour, as well as, clear and unclear behaviour and recognize where the line is.
- Explain the steps for filing a complaint should you be subject to or witness sexual harassment in your workplace.

SAMPLE

## Introduction

Timing:  
15 Minutes



You may be thinking, “Why am I required to take this training? I already know what sexual harassment is” or “this doesn’t happen in my workplace”, but you are here today to learn about the legal definition of sexual harassment, liability, and what you can do if you believe you are being sexually harassed. Remember, no workplace is immune to sexual harassment. It can occur in any workplace, to any employee (“worker”).

It is important to know that sexual harassment is against the law. It is also prohibited by your employer’s policy.

In Canada, each province and territory has its own human rights law that prohibits employment discrimination based on certain protected grounds.

Slides  
2-4

As well, the federal *Human Rights Act*, which covers those people working under federal jurisdiction, prohibits employment discrimination based on grounds that are virtually identical to those in provincial human rights law. (Those working under federal jurisdiction include the federal public service, the armed forces, and federally regulated businesses such as banks, railways, airlines, and interprovincial transportation.)

Depending on which province or territory you are in, a complaint of discrimination may be investigated by a human rights commission investigator, or may be brought directly to a tribunal, where a decision is reached.

Slide  
5

All the various human rights laws in Canada, without exception, prohibit sexual harassment.

In short, there is no workplace in Canada where sexual harassment is not against the law.

Sexual harassment in the workplace can have significant and adverse impact on both the employer and workers: it can negatively affect productivity, morale, absenteeism and the general health and well-being of workers in the workplace, and can result in increased turnover, complaints of discrimination, potential incidents of anger and physical confrontation, potentially large legal fees and a poor corporate image for the employer.

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### REFLECTION ACTIVITY 1

Can you think of some reasons why you are required to take this training?

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*Answers will vary.*