



Sexual Harassment Prevention in the Workplace

State Agency Train-the-Trainer Course
Maryland Commission on Civil Rights

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Welcome and Overview

Course Goals & Philosophy

- ▶ Mix of content and skill-building
- ▶ Deeper understanding (master teacher)
- ▶ Resources and training requirements
- ▶ Helpful tips, tools and reminders
- ▶ Time for Q&A

Day One

4

9:00am-9:30am Welcome and Overview

9:30 am-10:30am Introduction and Refresher

10:30am-10:45am Break

10:45am-12:00 pm Brief History of Sexual Harassment & Key Terms

12:00pm-1:00pm Lunch

1:00pm-1:30pm Case Scenario Activity

1:30pm-2:00pm Case Scenario Activity Responses

2:00pm-2:15pm Homework Explanation and Example

Day Two: Teaching Strategies

5

9:00am-9:30am Institution Specific Issues

9:30am-10:00am Group activity: Institutional Barriers

10:00am – 10:30am Training Tips and Best Practices

10:30am-1:00pm Virtual Training Presentations

Sexual Harassment Training Requirements For State Employees

All State employees shall complete at least a cumulative of 2 hours of **in person or virtual interactive training** on sexual harassment prevention within:

- ▶ **6 month** of initial employment; and
- ▶ **Every 2-year** period thereafter.

Sexual Harassment Training Content Requirements

- ▶ Information on **State and federal law** on the prohibition of sexual harassment;
- ▶ **Best practices** in prevention and correction of sexual harassment, abusive conduct and retaliation; and\
- ▶ **Remedies and procedures** available to victims.

Additional Training For Supervisors

10

- ▶ **Properly responding** to complaints of sexual harassment and preventing further abuse and retaliation; and
- ▶ How to **create and maintain a workplace culture** in which sexual harassment is not tolerated.

SGA, §20-1004 (c)(2)(i)

workplace harassment-prohibitions, liability, enforcement, and prevention training

Statute of Limitation Changed

- ▶ **MCCR Harassment Complaint filing** changed from **6 months to 2 years** after the date on which the alleged harassment occurred.
- ▶ **Harassment Civil Action (Court) filing** changed from **2 years to 3 years** after the alleged harassment occurred.

SGA §20-601(H)

workplace harassment-prohibitions, liability, enforcement, and prevention training

- ▶ **Defines “Harassment”**

- ▶ **“HARASSMENT”** INCLUDES HARASSMENT BASED ON RACE, COLOR, RELIGION, ANCESTRY OR NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, OR DISABILITY, AND RETAINS ITS JUDICIALLY DETERMINED MEANING, EXCEPT TO THE EXTENT IT IS EXPRESSLY OR IMPLIEDLY CHANGED IN THIS SUBTITLE.

SGA, §20-611

workplace harassment-prohibitions, liability, enforcement, and prevention training

Expands the Definition for “Supervisor”

► Employer is liable for:

- **Acts or omissions** toward an employee or applicant committed by an individual who”
 - **Undertakes or recommends** “tangible employment actions”...including hiring, firing, promoting, demoting and reassigning; or
 - **Directs, supervises, or evaluates** the work activities of the employee; or
 - If the **negligence of the employer** led to the harassment or continuation of harassment.

Definition of a Supervisor- Continued

Need not have the name or title of supervisor but has power that can impact or affect employment actions for or against an employee.

Scenario - Jokes

16

Dave, a supervisor for the Department of Budget and Management, notices that several male employees routinely gather and converse before meetings and at lunchtime. During these conversations they tell sexual jokes, make comments about the bodies of females they know, and talk about sports. This occurs in the employee cafeteria within the earshot of other employees, male and female.

No one has complained, even though the conversations can be heard.

Exercise #1

01

The supervisor overhears the conversation...does it matter that the staff are not directly supervised by them?

02

Does it matter that nobody complained?

03

Is there liability for the employer?

04

What should supervisor do? Do other employees who overhear this have any responsibility?

Types of Sexual Harassment

SOURCE OF LAW

Federal and State Law

- ▶ **Title VII** of the Civil Rights Act of 1964
(as amended)
- ▶ **Title 20**, State Government Article, Annotated
Code of Maryland

Defining Sexual Harassment

What is Sexual Harassment?

- ▶ Unwelcome Sexual Advances
- ▶ Requests for Sexual Favors
- ▶ Other Verbal or Physical Conduct of a Sexual Nature that interferes with an employee's job performance or duties

Examples of Physical Sexual Harassment

- ▶ Touching, grabbing, & pinching
- ▶ Being cornered
- ▶ Sending sexually-explicit emails, pictures or notes
- ▶ Sabotaging a person's work
- ▶ Making suggestive gestures or facial expressions
- ▶ Viewing pornographic materials
- ▶ Removing clothing
- ▶ Sexual assault

Examples of Verbal Sexual Harassment

- ▶ Making suggestive or sexual remarks, jokes, or noises
- ▶ Using demeaning or inappropriate terms such as “babe”
- ▶ Spreading sexual or suggestive rumors
- ▶ Making a sexual proposition
- ▶ Using crude or offensive language

Scenario - Compliments

Maria has begun to notice that her boss, Calvin, always gives her multiple compliments every day - from her new haircut, to the outfit she wears, to the perfume she uses. What he doesn't compliment her on is her work and her job performance even though she has seen him compliment her male co-workers about their performance.

The other issue is that he is always "around" her...when she leaves her office, comes out of the restroom, in the hall, coming back from lunch, or leaving the office. He has even offered to walk her to the subway "to make sure she gets there safely."

Exercise

- ▶ Does this look like mere “attention” or more like “stalking?”
- ▶ What could happen if she confronted him?
- ▶ Should people be worried about making compliments to others in the workplace?

2022 Legislative Session New Law

SENATE BILL 450 STATE GOV. ART. §20-401
HARASSMENT & SEXUAL HARASSMENT – NEW DEFINITIONS

SENATE BILL 450, §20–601

Harassment and Sexual Harassment – Definitions – Employment Discrimination and Sexual Harassment

Eliminates the ‘severe or pervasive’ standard for harassment claims and creates a new standard for harassment claims in the workplace.

Creates a ‘totality of the circumstances’ evaluation where conduct that “unreasonably creates a working environment that a reasonable person would perceive to be abusive or hostile” can satisfy the test.

Before: The factors considered by Maryland Courts were “**(1)** the frequency of the discriminatory conduct, **(2)** its severity, **(3)** whether it is physically threatening or humiliating... and **(4)** whether it unreasonably interferes with an employee’s work performance.”

After: SB 450 creates a ‘totality of the circumstances’ evaluation where conduct that “unreasonably creates a working environment that a reasonable person would perceive to be abusive or hostile” can satisfy the test.

SGA, §20–601
HARASSMENT AND
SEXUAL HARASSMENT
– DEFINITIONS –
EMPLOYMENT
DISCRIMINATION
AND SEXUAL
HARASSMENT
PREVENTION

SGA, §20–601

HARASSMENT AND SEXUAL HARASSMENT – DEFINITIONS – EMPLOYMENT DISCRIMINATION AND SEXUAL HARASSMENT PREVENTION

- ▶ Does not do away with the existing theories (Hostile Environment and Quid Pro Quo)
- ▶ Does expand the definition to include instances that may not fall neatly into the requirements for Hostile Environment Harassment.
- ▶ **Increases Protections**

HARASSMENT AND SEXUAL HARASSMENT – DEFINITIONS – EMPLOYMENT DISCRIMINATION AND SEXUAL HARASSMENT PREVENTION

EXAMPLE

- ▶ In November of 2022, a nonsupervisory party groped another nonsupervisory party. The matter was handled by HR and closed. A month later, the same employee asks the other out for dinner. The employee committing the infraction would not be able to hide behind “asking someone out isn’t technically sexual harassment.”
- ▶ Based on the totality of the circumstances, given the previous incident, this may be considered sexual harassment. A reasonable person may wonder why someone who engaged in physical sexual harassment would think that the victim would want to engage in a romantic relationship. A reasonable person may consider this to be an intimidation tactic that subjects the victim to a form of hostility that would not previously be covered by law.

FORMS OF
SEXUAL
HARASSMENT
*Quid Pro Quo
Harassment*

- ▶ Submission is made explicitly or implicitly a term or condition of employment.
 - ▶ “This for That”
 - ▶ Instigated by a person with supervisory authority over another
- ▶ Submission or rejection of conduct used as basis for employment decisions affecting the employee.

Scenario – Teacher's Assistant

Joe is a Graduate Teaching Assistant (TA) at a local college. His English professor, Dr. Smith, tells him that he is very talented but needs to work harder. Dr. Smith offers to meet with Joe in the evening to discuss some options. That evening, when Joe arrives at her office, she meets him at the door with soft music playing. They start to discuss Joe's work when Dr. Smith suggests that arrangements could be made to ensure Joe's get positive work evaluations. Joe gets nervous and cuts the evening short.

At the end of the semester, Joe is not invited back to be a TA for next year.

Exercise

- ▶ Could this be considered sexual harassment? Why or why not?
- ▶ If so, what type?
- ▶ Does the perpetrator have to say specific “words” for it to be considered harassing?
- ▶ Would it matter if the perpetrator were male?
- ▶ Is there retaliation?

FORMS OF SEXUAL HARASSMENT

Hostile Work Environment Harassment

UNWELCOME AND OFFENSIVE CONDUCT, WHICH NEED NOT BE SEVERE OR PERVASIVE:

- ▶ Conduct has the purpose or effect of unreasonably interfering with work performance.
- ▶ Creating an intimidating, hostile or offensive work environment.

EMPLOYER'S LIABILITY

Employers are **vicariously liable** for both forms of harassment if by supervisors;

and

The harassment culminates into a “**tangible employment action**”.

Vicarious Liability

Arises from the relationship between parties (i.e. supervisor and employer) rather than from fault. It means responsibility is imposed on one party (i.e. the employer) because of actions committed by another (i.e. the supervisor).

Tangible Employment Action

A significant change in employment status. Examples include hiring, firing, promotion, demotion, undesirable reassignment, a decision causing a significant change in benefits, compensation decisions, and work assignment.

What is a “Tangible Employment Action”?

- ▶ Employee need not show economic harm;
- ▶ Demotion is a tangible employment action, even if salary unaffected;
- ▶ Assignment of extra work is **not** a “tangible employment action”; and
- ▶ Date of “tangible employment action” is not controlling.

Effects of Significant Supreme Court Decisions

- ▶ Expanded Employer's Liability;
- ▶ New Affirmative Defenses; and
- ▶ Quid Pro Quo & Hostile Environment distinctions no longer control when it's a supervisor.



SUPREME COURT DECISIONS

Case Law

45

- Faragher v. City of Boca Raton (1998)
- Burlington Industries, Inc. v. Ellerth (1998)

Faragher v. City of Boca Raton (1998)

46

- ▶ United States Supreme Court identified the circumstances under which an employer may be held liable under Title VII of the Civil Rights Act of 1964 for the acts of a supervisory employee whose sexual harassment of subordinates has created a hostile work environment
- ▶ An employer is **vicariously liable** for actionable discrimination caused by a supervisor, but subject to an affirmative defense looking to the reasonableness of the employer's conduct as well as that of a plaintiff victim."

Burlington Industries, Inc. v. Ellerth (1998)

- ▶ Employers are liable if supervisors create a hostile work environment for employees
- ▶ Introduced a two-part affirmative defense allowing employers to avoid sex discrimination liability if they follow best practices.
- ▶ A supervisor is defined by the ability to take a Tangible Employment Action.

AFFIRMATIVE DEFENSE

A fact or set of facts other than those alleged by the Complainant, if proven by the Employer, defeats or mitigates the legal consequences of the Employer's conduct.



AFFIRMATIVE DEFENSE

Avoiding Liability

- ▶ No “tangible employment action”;
- ▶ Employer exercised “**reasonable care**” to prevent and correct promptly any sexually harassing behavior; and
- ▶ Employee “**unreasonably failed**” to take advantage of any preventive or corrective opportunities provided by the employer to avoid harm.

AFFIRMATIVE DEFENSE

“Reasonable Care”

- ✓ Adequacy of Employer's **Prevention Efforts**;
- ✓ Adequacy of Employer's **Complaint Procedure**;
- ✓ Adequacy of Employer's **Communication of Prevention Program**; and
- ✓ Adequacy of Employer's **Response to Complaint of Harassment**.

AFFIRMATIVE DEFENSE


Reasonableness of Employee

- ✓ Notice to proper party.
- ✓ Delay or failure to report.
- ✓ Avoiding the harm.



Strict Liability

If Supervisor's harassment results in a "Tangible Employment Action", the employer is "strictly liable".



No "affirmative defense" available.

ACTIONABLE RETALIATION *Prima Facie* Case

- Employee engaged in protected activity under State Gov. Art. Title 20;
- Adverse employment action was taken; and
- Causal connection between the protected activity engaged in by the employee and the subsequent action taken by the employer.

Liability Issues Continued...

Employers May Still be Liable for Damages Even:

- ▶ If the victim never complained to the company
- ▶ If the investigating supervisor or officer did not pursue it because the victim requests confidentiality
- ▶ If the victim perceives that their own opportunities are impeded by the manager's harassment of, or consensual relationship with another employee

Scenario – Social Media

Chad just recently began working for a large Maryland state agency. He works closely with about 15 other staff on his team, all who appear friendly and open. One of his female co-workers, Stacy, sent him a friend request on Facebook. Chad, not wanting to appear unsociable, responded with “Yes.” That was 4 weeks ago.

Stacy has begun not only making comments with sexual innuendos on Chad’s posts and pictures but is now also sending pictures of herself to Chad that seem a bit provocative...swimsuit shots, flirty poses, etc... Chad doesn’t know what to do. He isn’t romantically interested in Stacy, does not feel he led her on in that direction, and feels that he is now in an uncomfortable position.

His immediate supervisor and Stacy are best friends and he is afraid that if he says something, everything will change at work.

Exercise



UNAFFECTED BY SUPREME COURT DECISIONS

Co-Worker to Co-Worker Sexual Harassment

Employer liability for harassment by co-workers:

- ▶ No vicarious liability;
- ▶ Negligence is required; or
- ▶ “Knew or should have known”.



OTHER ISSUES

Decided by the Supreme Court

- ▶ **Same sex harassment** is actionable;
- ▶ Title VII/Title 20 protections extended to **former employees**.
- ▶ **Individual supervisors** are not personally liable.
- ▶ Harassment by **non-employees (third parties)** is actionable.



Scenario - Customer

Reema works the counter at the main branch of the MVA. She has seen one of the customers, Chuck, at least three times in the last month. It seems like he waits for Reema's counter to free up even if other counters are available. He chats with her, asking progressively personal questions. Reema tries to be friendly, but Chuck's behavior has begun to make her nervous. One day Chuck is waiting in his car next to Reema's car when she leaves for the day. This really scares her.

One of supervisors noticed that Reema's attitude about work had shifted. She seems to be quite vigilant and on edge. In general, she seems distracted, less friendly with the customers, and just isn't acting like herself lately. She finally tells her supervisor about what's been going on with Chuck.

Exercise

What responsibility does the manager have to do anything?

Is the employer liable in this situation?

Does the employer have to stop serving the customer?

Scenario-Delivery Man

Charletta, an assistant manager in a small store, she oversees the inventory including receiving the merchandise. One of the delivery men, Curtis, is a very friendly and “affectionate” man. He smiles and hugs Charletta whenever he sees her.

She was okay with the behavior for a while but now his hands have begun to wander to other places and his verbal interactions have taken on a subtle sexual tone. She has to work with him in a small space and she is feeling apprehensive about the coming “delivery” day.

Exercise



What responsibility, if any, does Charletta have?



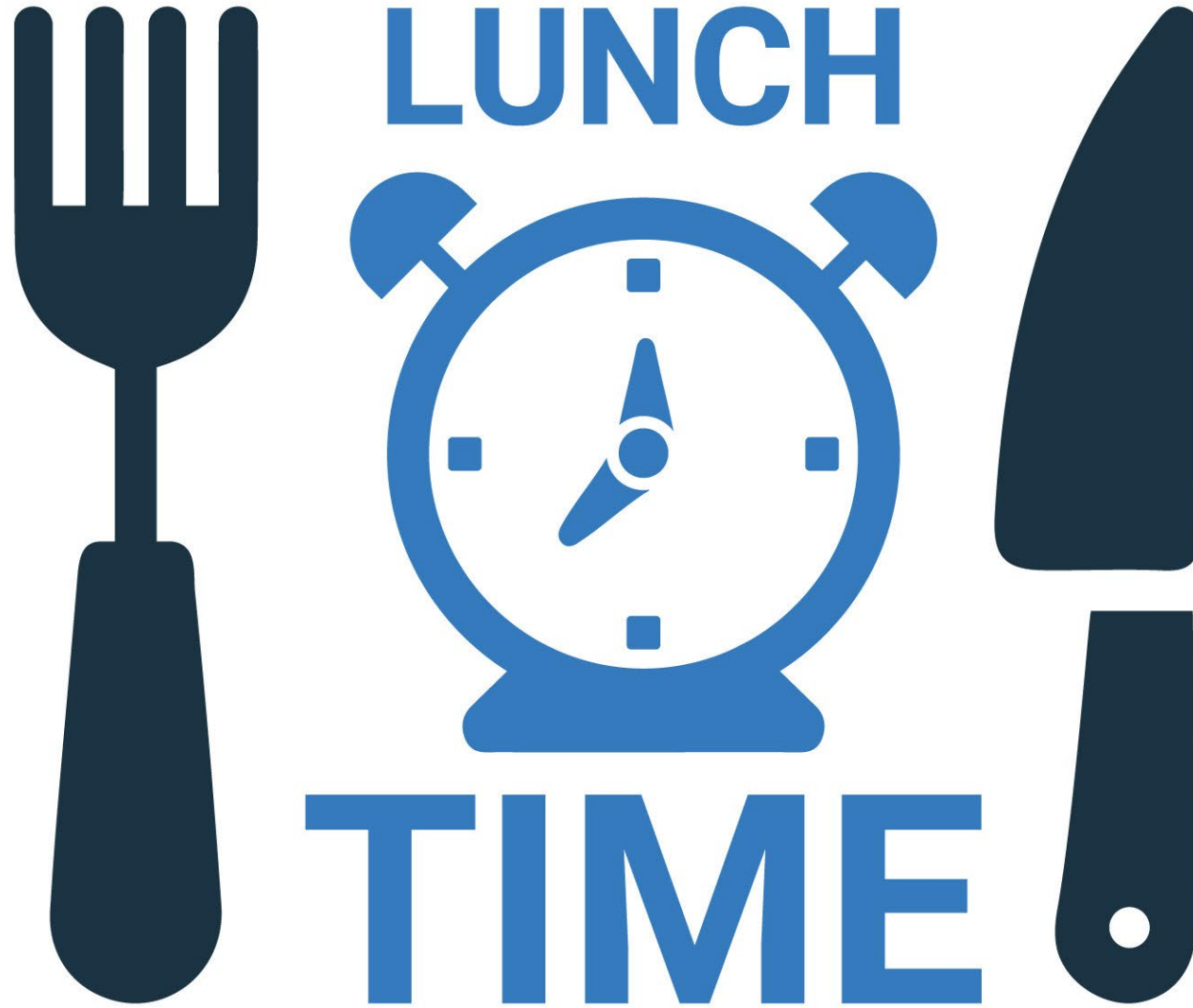
Does it matter that she has hugged Curtis in the past?



What liability does Charletta's employer have?

QUESTIONS





Brief History of Sexual Harassment & Key Terms

Brief History of Sexual Harassment

70

Development of Sexual Harassment Law

- ▶ Initially, handbooks encouraged women to handle unwanted advances in the workplace and to quit
- ▶ Title VII in 1964 prohibited sex discrimination in the workplace
- ▶ By 1977, three court cases confirmed that a woman could sue her employer for harassment under Title VII of the 1964 Civil Rights Act, using the EEOC as the vehicle for redress.

- Restrictions on women's labor market participation left women as a **class dependent** on men for economic support (importance of equal pay)
- If women have less job options, they are less likely to report
- Having management authority meant that men were able to commit acts of sexual harassment and assault and hold the woman's job over her head (**quid pro quo**, this for that) if she did not comply.

- Nearly all managers were men and today 62 percent of managers are men so men could expect that another man, (or a woman with similar ideologies) for her job or benefits would side with them.
- This is part of the reason for holding **employers legally responsible for the behaviors of management**. This means that the employer must consider the repercussions

Barnes v. Costle (1977)

- Paulette Barnes was hired as a payroll clerk for the Environmental Protection Agency. Shortly after her employment began, her supervisor began attempting to extract sexual favors, using repeated requests for social activities despite her insistent refusals, making sexual remarks, and suggesting that her employment status would be improved if she cooperated in a sexual affair.
- Barnes repeatedly refused these advances, which led her supervisor to strip her of her job duties, and finally to terminate her position.

Barnes v. Costle (1977)

- After complaining unsuccessfully through the Civil Service Commission, Barnes sued under Title VII.
- Barnes lost her initial case but appealed.
- On appeal, a three-judge panel held unanimously that Title VII prohibits quid pro quo scenarios that result in abolishment of a woman's job because she refuses her supervisor's sexual advances. Such a scenario was held to impose a discriminatory job retention condition. As a result, the court found in Barnes' favor.



Consent \neq Welcome

Harris v. Forklift Systems (1993)

Teresa Harris was sexually harassed by her employer. She filed suit in federal district court, claiming that the harassment created an "abusive work environment"

The employer countered that the harassment had not been severe enough to seriously affect her psychologically or impair her ability to work, and that it therefore did not create an abusive work environment

Supreme Court: there is no need for [conduct] to be psychologically injurious (in order to find that it violates Title VII).

Oncale v. Sundowner Offshore Services (1998)

Joseph Oncale (male) filed a complaint against his employer, Sundowner Offshore Services, Inc., alleging that he was sexually harassed by co-workers, in the workplace

Supreme Court found that [sexual harassment], whether motivated by sexual desire or not, is actionable so long as it places its victim in an objectively disadvantageous working condition, regardless of the victim's gender.

Scenario - Consultant

Bill, an outside expert consultant on housing issues, visits the Department of Housing and Community Development (DHCD) headquarters several times a month.

Steve, a gay employee of DHCD, is constantly asked questions by Bill about Steve's sexual and personal relationships, which makes Steve very uncomfortable. At one point Bill the contractor stated that even though he was "straight" he wouldn't pass up a chance to "satisfy" himself.

Steve's supervisor, Laura, overhears the exchange and later tells Steve that Bill was just joking, and that Steve should "lighten up," and remember that teamwork is the most important thing. She further reminds him that women have put up with this behavior for years. Laura takes no further action.

Exercise

Does it matter the sexual orientation of the people involved?

Once Steve's supervisor overhears the exchange, what is her duty?

What if the consultant is important to the company and they depend on Bill....does the response change?

What could the supervisor be saying to Steve when she says, "Teamwork is the most important thing."?

KEY TERMS

Intersectionality: the way in which individual identities and personal characteristics cross and overlap and create unique experiences, privileges, and modes of oppression.

Privilege: any advantage that is unearned, exclusive, and socially conferred.

Remember, we all have negative experiences. We need to ask:

1. Is this experience because I am a member of a protected class?
2. Is this treatment embedded as normal practice within society or an organization, impacting the ways in which people are treated based on their identity?

Sex-Plus

- ▶ Sex-plus discrimination occurs when an employer discriminates against an employee because of their sex plus another factor.
- ▶ Sexual harassment that is inextricably linked to multiple forms of oppression (racism, homophobia, xenophobia)
- ▶ Consider sex plus: Age, Race, Sexual Orientation

Protected Classes

84

- Race
- Sex
- Age
- National Origin
- Religion
- Color
- Disability (*mental and physical*)
- Marital Status
- Sexual Orientation
- Gender Identity
- Genetic Information

QUESTIONS



Institution Specific Issues

Institution Specific Issues

The Center for Equal Employment Equity at the University of Massachusetts, Amherst has found that about 5 million employees are sexually harassed at work every year and that the overwhelming majority (99.8%) of people who experience sexual harassment at work never file formal charges.

Institution Specific Issues

89

Barriers to Reporting:

- ▶ Job insecurity (i.e. on probation, contractual, economy)
- ▶ Interacting with the public (more open to harassment by public, more than having to “deal with difficult people”)
- ▶ Toxic Culture (i.e. jokes, in-crowd)

Institution Specific Issues

Barriers to Reporting:

Microaggressions: brief and commonplace daily verbal, behavioral or environmental indignities, whether intentional or unintentional, that communicate hostile, derogatory, or negative attitudes toward stigmatized or culturally marginalized groups

Microaggressions

- ▶ Commenting on a women's hair or asking to touch it
- ▶ Commenting on a woman's body shape or a man's physique
- ▶ She must be on her period!
- ▶ You need to dress like a man/woman
- ▶ "You should be more lady like"
- ▶ "If you're working who's cooking for your husband and children?"

Institution Specific Issues

- ▶ Gender and racial disparity:

“Many employment institutions are often led by men but staffed by women. This gendered imbalance of power can create conditions for harassment and discrimination. For people of color, the situation is compounded as they may be the only person of color in an otherwise white institution. It’s important to remember that while women experience the majority of sexual harassment, men can also be victims.”

Institution Specific Issues

93

- ▶ Feeling as though you won't be believed or should be 'grateful'
- ▶ Witnessing poor handling of previous complaints
- ▶ Culture of close working relationships (friendships/relationships)
- ▶ Thinking about promotion, feeling like management won't see you as trustworthy

Institution Specific Issues

- ▶ HR (take off your investigator hat, you're an educator!)
- ▶ Dismissive complaint handlers who treat victims' experiences as interpersonal problems or instances of poor management rather than sexual harassment.
- ▶ Feeling like not enough proof (working or meeting 1:1 or in the field)

Institution Specific Issues

- ▶ Perceived weakness particularly in law enforcement or industrial workplaces, must prove you are “tough.”
- ▶ Gaslighting: those with higher education may think they are so smart you can't tell them they are wrong
 - ▶ Also may feel they know the rules so well they can't be touched

Group Activity: Institutional Barriers

Group Activity: Institutional Barriers

97

- ▶ **What are some challenges that are specific to your institution?**
- ▶ **What systems of power could be at work in your institution and how are they operating (either institutional hierarchies or systems of power referenced Day 1)?**
- ▶ *When teaching this course, remember you aren't using your HR hat and you aren't giving legal advice, you are making participants aware of their rights and responsibilities, how to recognize and avoid sexual harassment, and forms of recourse available if they feel they have been victimized.*

With this in mind, how might you craft a lesson or activity that meets these goals but also addresses institutional barriers without being accusatory or ostracizing? Please provide an example.

QUESTIONS



Training preparation

Research for
updates, current
news

Use case
studies

Highlight and⁹⁹
make notes

Use personal
anecdotes & stories

Learn & study the
content

Enlist an expert
or a co-trainer

Find your own
style!

3:1 ratio

Homework

100

- ▶ Group Presentation
 - ▶ 7-10 mins for each group (using Power point, or verbal)
 - ▶ 3-5 PowerPoint slides
- ▶ Requirements
 - ▶ Introduction to your Sexual Harassment class training
 - ▶ Statistics Specific to your institution (demographics, location, area of service) regarding sexual harassment in your agency

* The purpose of this activity is for us to see your ability to present this information to a class.

WELCOME BACK!

DAY 2

Training Tips and Best Practices

Attendance

- ▶ How will you track who attends?
- ▶ How will attendance be reported and recorded?
- ▶ What happens to those who miss trainings?
- ▶ Who prepares audit materials?

Set-up preparations

105

- ▶ Tech Needs & Back-up Sources (equipment, cords, wi-fi?)
- ▶ Materials?
- ▶ Policies, Procedures, Manuals, Forms, Handouts
- ▶ Accommodations/Location? Logistics? Arrive Early!
- ▶ **Know your Agency's policy/practice?**
- ▶ **Trainer's Checklist**



Credibility & comfort

106



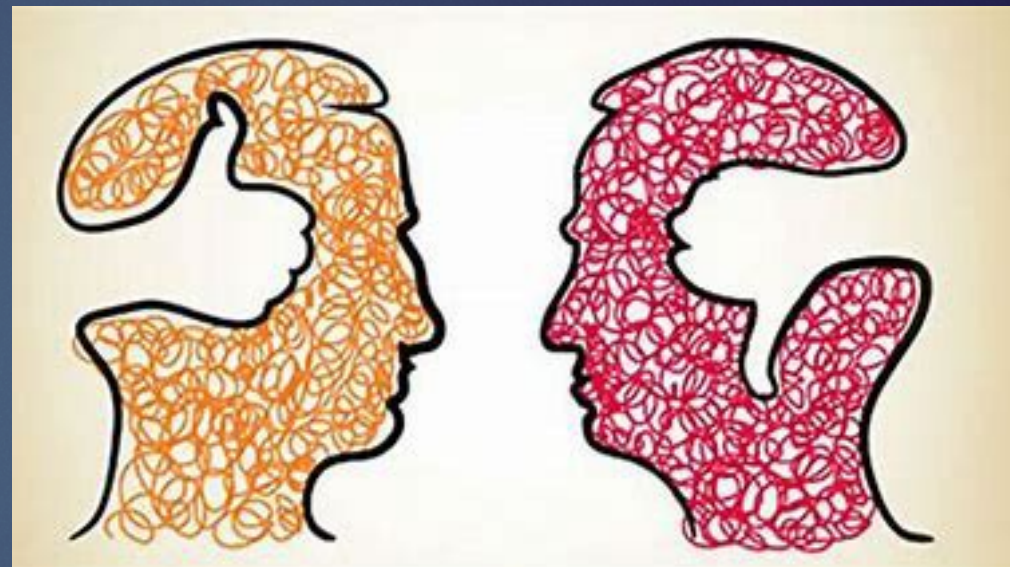
- ▶ Personal Confidence & Audience Connection
- ▶ Cite Authorities/Timely Info
- ▶ Encourage Participation
- ▶ Don't Guess – Find Out!
- ▶ Active Listening
- ▶ Atmosphere of Shared Respect & Learning
- ▶ Topic Sensitivity
- ▶ What's Your Approach?

Assessing your audience

- ▶ Styles, Knowledge, Readiness to Receive
- ▶ Pre-surveys?
- ▶ Mix of Methods
- ▶ Planning, Pace & Adjusting in the Moment
- ▶ Accessibility Awareness
- ▶ Accommodations Needs

Audience connection

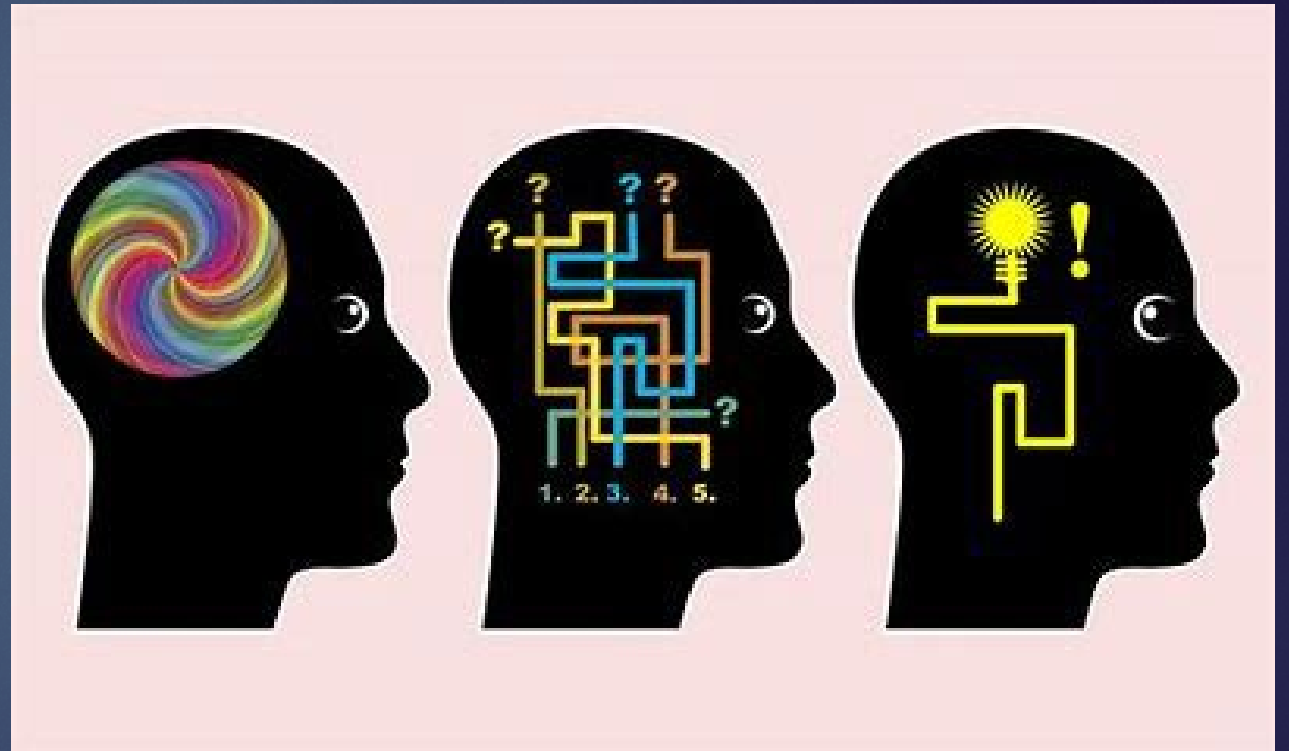
- ▶ Assumptions, Bias & Balance
- ▶ Inclusive Language & Approach
- ▶ Silence & Questions



How adults learn

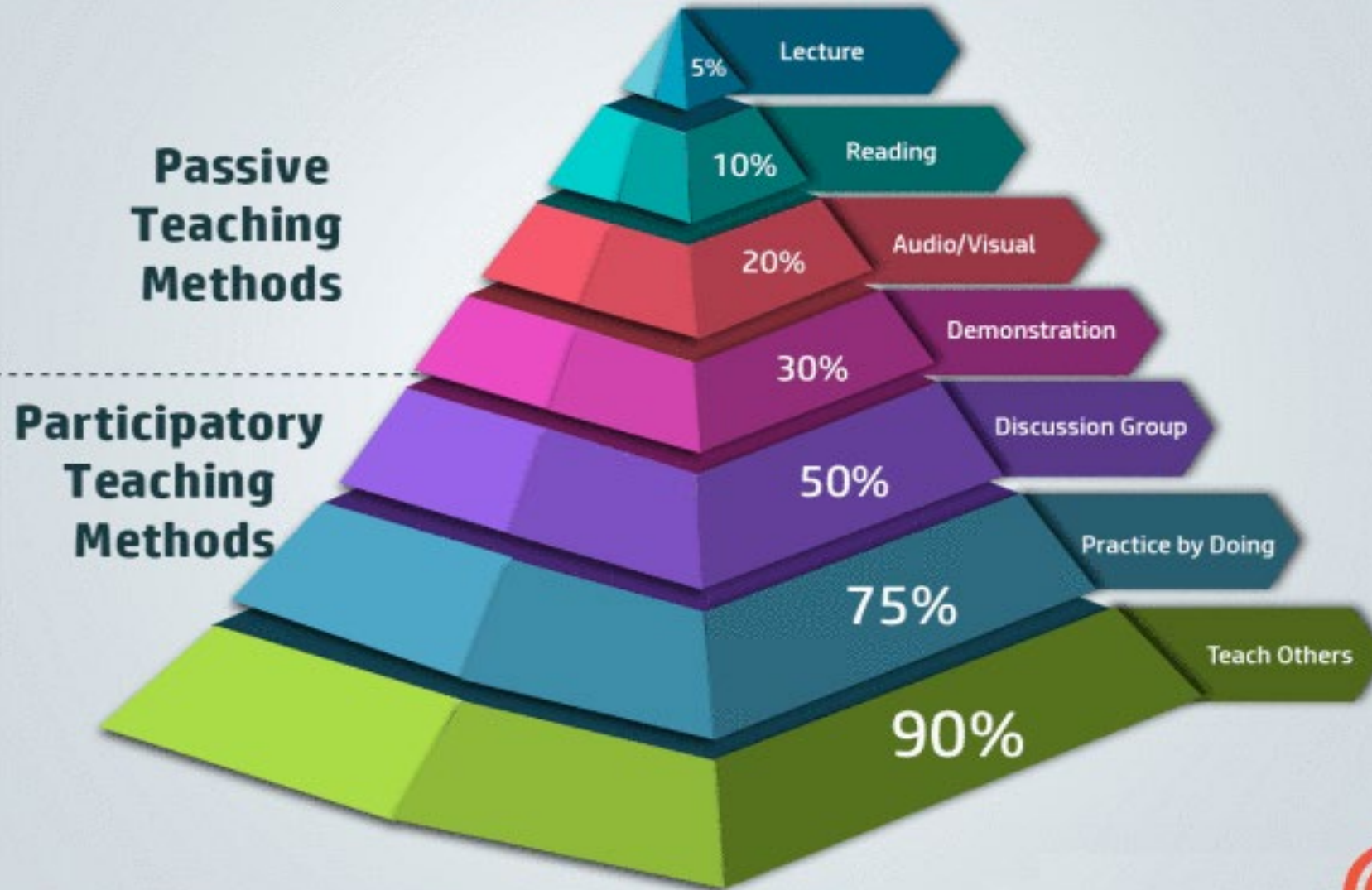
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- ▶ How the Brain Remembers
- ▶ Learning Styles
- ▶ Stories & Examples
- ▶ Group Exercises
- ▶ Break it Up
- ▶ Quick Start & Big Finish



THE LEARNING PYRAMID

KNOWLEDGE RETENTION RATES



Adapted from National Training Laboratories, Maine



Prezi

Canva

**Pre & Post
Tests**

**Flip
Charts**

**114
Power Point**

**Google
Slides**

Modes of presenting

**Small Group
Discussions**

**Survey
/Poll**

**Questions &
Answers**

**Multi-
media**

i-movie

Effective use of power point

115

- ▶ Consistency & Templates
- ▶ Text Tips
- ▶ Key Phrases & Concepts
- ▶ Colors & Contrast
- ▶ Transitions & Animations
- ▶ Graphics, Pictures & Data
- ▶ Don't Talk to the Slides
- ▶ Proofread & Practice!
- ▶ Have a Plan B



**6 x 6
Rule**

Virtual Training TIPS

Make

- Make sure you have stable technology
- Wi-fi, workbooks, handouts, backup slides

Implement

- Implement virtual icebreakers
- Human connection

Create

- Create impactful slides
- Visuals, Clear Definitions, Insight, Graphics

Encourage

- Encourage active participation
- Cameras on!
- Use chat for those who may be shy or introverted.

Virtual Training TIPS

118



Set clear goals, ground rules, and expectations.

Agenda, guidelines, ground rules



Hold breakout groups

Consider including 4-10 participants per "room"



Utilize the chat window

Pause for questions and dedicate a member from your team to monitor the chat window and filter the questions. (parking lot)



Create a poll

Quiz participants' knowledge and their understanding of a topic

QUESTIONS



Presentation time!!

120

- ▶ Group Presentation
 - ▶ 7-10 mins for each group (using Power point, or verbal)
 - ▶ 3-5 PowerPoint slides
- ▶ Requirements
 - ▶ Introduction to your Sexual Harassment class training
 - ▶ Statistics Specific to your institution (demographics, location, area of service) regarding sexual harassment in your agency

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THANK YOU!