Training Course on Sexual Harassment at the Workplace

Professional Development Training Course Outline

Category	Development	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Sexual harassment at the workplace is a critical issue that undermines employee safety, productivity, and organizational integrity. Addressing this issue is not just a legal obligation but also a moral imperative for fostering a respectful and inclusive work environment. The Sexual Harassment at the Workplace training course is designed to equip organizations and employees with the knowledge and skills necessary to prevent, identify, and address sexual harassment effectively.

This comprehensive course provides an in-depth understanding of sexual harassment, its legal implications, and the organizational policies required to combat it. Participants will learn to recognize various forms of harassment, understand reporting mechanisms, and build a culture of zero tolerance toward inappropriate behavior. With a focus on proactive measures, the course emphasizes creating safe spaces where every individual feels valued and respected.

Programme Curriculum

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Introduction

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The training also covers the critical role of leadership in fostering an environment of trust and accountability. Through interactive modules and real-world case studies, participants will explore the challenges of addressing workplace harassment and the strategies to overcome them. Practical exercises help instill a culture of openness and encourage constructive dialogue.

Course Duration

5 Days

Course Objectives

1. Understand the definition and forms of sexual harassment in the workplace.
2. Learn the legal frameworks governing workplace harassment.
3. Identify early warning signs and inappropriate behaviors.
4. Understand the roles and responsibilities of employees and employers in preventing harassment.
5. Explore effective reporting and grievance redressal mechanisms.
6. Develop skills for conducting impartial and fair investigations.
7. Promote gender sensitivity and inclusivity within workplace culture.
8. Learn best practices for developing harassment prevention policies.
9. Address the psychological impact of harassment on victims and witnesses.
10. Foster a zero-tolerance culture towards workplace harassment.

Organizational Benefits

1. Compliance with local and international laws on workplace harassment.
2. Improved employee morale and job satisfaction.
3. Enhanced organizational reputation and employer branding.
4. Reduced risk of legal disputes and financial penalties.
5. Safer and more inclusive work environments.
6. Increased employee trust and retention rates.
7. Greater awareness of workplace diversity and inclusion.
8. Strengthened leadership in promoting ethical practices.
9. Minimized disruptions caused by harassment incidents.
10. Demonstrated commitment to social responsibility and employee well-being.

Target Participants

This training is ideal for finance and treasury professionals, including:

- Human Resource professionals and managers.
- Team leaders and supervisors across all sectors.
- Employees from all organizational levels.
- Legal and compliance officers.
- Diversity and inclusion specialists.
- Workplace ethics and policy developers.
- Union representatives and employee advocates.

Course Outline

Module 1: Understanding Sexual Harassment in the Workplace

1. Definition and scope of sexual harassment.
2. Types of harassment: Verbal, non-verbal, and physical.
3. Legal frameworks: Local and international standards.
4. Case study: High-profile workplace harassment cases.
5. Discussion: Identifying workplace-specific challenges.

Module 2: Recognizing and Preventing Harassment

1. Early warning signs and red-flag behaviors.
2. Gender sensitivity and unconscious bias training.
3. Workplace scenarios: What constitutes harassment?
4. Case study: Successful prevention initiatives.
5. Practical session: Developing personal awareness strategies.

Module 3: Reporting and Grievance Mechanisms

1. Designing transparent reporting procedures.
2. Protecting complainants and ensuring confidentiality.
3. Role of HR and managers in handling complaints.
4. Case study: Effective grievance redressal in organizations.
5. Role-playing: Simulating a complaint-handling process.

Module 4: Investigation and Resolution

1. Conducting impartial and thorough investigations.
2. Legal and ethical considerations in harassment cases.
3. Supporting victims and addressing psychological impacts.
4. Case study: Resolving complex harassment cases.
5. Workshop: Building a robust investigation framework.

Module 5: Building a Culture of Respect and Inclusion

1. Encouraging open communication and dialogue.
2. Developing anti-harassment policies and guidelines.
3. Training leadership on promoting inclusivity.
4. Case study: Transforming workplace culture through initiatives.

5. Activity: Drafting an inclusive workplace charter.

Module 6: Leadership and Accountability

1. The role of management in driving change.
2. Regular monitoring and feedback mechanisms.
3. Evaluating the effectiveness of harassment prevention programs.
4. Case study: Leadership-led transformations in corporate environments.
5. Group discussion: Creating action plans for organizational change.

Training Methodology

- **Interactive Lectures:** Delivered by experts in workplace ethics and law.
- **Case Studies:** Real-world examples to explore best practices and lessons learned.
- **Workshops:** Hands-on sessions to develop policies and response plans.
- **Role-Playing Exercises:** Simulations to practice handling harassment cases.
- **Group Discussions:** Collaborative problem-solving and strategy sharing.
- **Feedback Sessions:** Continuous assessment to reinforce learning outcomes.

Equip your organization with the knowledge and tools to address and prevent sexual harassment effectively. This course is a step toward creating a workplace where everyone feels safe, respected, and empowered to thrive.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com