# Anti-Harassment Policy Training Course

Professional Development Training Course Outline

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

## Course Introduction

In today’s dynamic workplace, fostering a safe, inclusive, and respectful environment is not just ethical it’s essential for organizational success. Harassment in any form be it sexual, verbal, psychological, or digital can severely impact employee morale, productivity, and corporate reputation. Anti-Harassment Policy Training Course equips employees and leaders with the knowledge, tools, and strategies to recognize, prevent, and address harassment effectively. Through interactive sessions, real-world case studies, and scenario-based learning, participants gain practical skills to create a compliant, empathetic, and accountable workplace.

This comprehensive training emphasizes proactive prevention, legal compliance, and cultural transformation, ensuring that all participants understand organizational policies, legal obligations, and ethical responsibilities. Leveraging cutting-edge adult learning methodologies, the program cultivates a culture of zero tolerance toward harassment, encouraging open communication, reporting, and resolution. By combining policy education with actionable strategies, employees and leaders can confidently foster a workplace culture rooted in respect, equity, and inclusivity, ultimately driving higher engagement and organizational growth.

## Programme Curriculum

**Anti-Harassment Policy Training Course**

**Introduction**

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**Course Duration**

5 days

**Course Objectives**

1. Understand the definition and types of workplace harassment
2. Recognize sexual harassment, bullying, and discrimination patterns
3. Develop proactive reporting and intervention strategies
4. Strengthen employee rights awareness
5. Ensure legal and regulatory compliance
6. Promote inclusive workplace culture
7. Enhance leadership accountability in preventing harassment
8. Equip managers with conflict resolution and mediation skills
9. Learn digital and social media harassment prevention techniques
10. Apply risk assessment tools and workplace audits
11. Improve communication skills for sensitive conversations
12. Build empathy and emotional intelligence for workplace interactions
13. Integrate continuous improvement strategies for harassment prevention

**Target Audience**

1. HR professionals and compliance officers
2. Team leaders and managers
3. Corporate executives and board members
4. Frontline employees
5. Legal and risk management staff
6. Diversity, Equity & Inclusion (DEI) officers
7. Organizational development specialists
8. Remote and hybrid workforce participants

**Course Modules**

**Module 1: Introduction to Workplace Harassment**

- Definition and types of harassment
- Legal frameworks and organizational policies
- Recognizing harassment patterns
- Case study: Handling verbal harassment in a sales team
- Identify harassment scenarios

**Module 2: Legal Compliance & Employee Rights**

- Federal and state anti-harassment laws
- Employee rights and responsibilities
- Employer liabilities and penalties
- Case study: Consequences of policy violation in a tech company
- Policy compliance check

**Module 3: Prevention Strategies**

- Proactive risk assessment
- Creating a harassment-free culture
- Leadership accountability
- Case study: Implementing prevention strategies in healthcare
- Designing a harassment prevention plan

**Module 4: Reporting Mechanisms**

- Internal reporting channels
- Whistleblower protection policies
- Confidentiality and documentation
- Case study: Resolving a sexual harassment claim in finance
- Reporting harassment effectively

**Module 5: Investigation & Response**

- Conducting impartial investigations
- Evidence collection and interviewing
- Drafting investigation reports
- Case study: Investigation mishandling and lessons learned
- Investigate a harassment complaint

**Module 6: Conflict Resolution & Mediation**

- Mediation techniques
- Handling difficult conversations
- Restorative practices
- Case study: Resolving a team conflict without escalation
- Mediation role-play

**Module 7: Digital Harassment Awareness**

- Social media and cyber harassment
- Remote work harassment scenarios
- Digital reporting and monitoring tools
- Case study: Online harassment in remote teams
- Digital risk mitigation

**Module 8: Creating a Sustainable Culture**

- Leadership’s role in culture-building
- Continuous improvement in policies
- Employee engagement in prevention
- Case study: Culture transformation in a multinational company

- Developing long-term harassment-free strategies

### Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

**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 |
|---|---|---|---|

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|---|---|---|---|
| **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:

**Register Online Now**

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