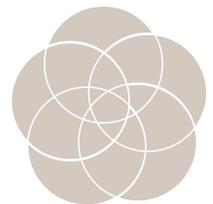# ELYSIAN HR TRAINING CATALOG 2023

We Offer

Training solutions in areas of:

- Employee Development
- Manager/Leadership Training
- Teambuilding
- Employee Wellness
- Compliance

Assistance with securing Training Grants

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ELYSIAN HR
CONSULTING

Did you Know?

The Massachusetts Workforce Training Grant provides businesses with up to $250,000 in funding to train their employees. We can help you get access to these funds.

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You're in Good Company!

Below are some of the companies we have partnered with on training

ApicBio   ascidian   Constellation PHARMACEUTICALS   CORNER THERAPEUTICS

CURIS   DICE Therapeutics   egenesis ENGINEERING HOPE   entrada THERAPEUTICS

EVELO   forma THERAPEUTICS a Novo Nordisk company   gi Dynamics   INTERGALACTIC

IVERIC BIO   KARUNA THERAPEUTICS   Kisbee THERAPEUTICS   MORPHIC THERAPEUTIC

Puma Biotechnology   SERES THERAPEUTICS   Summation Bio   SYROS

TESARO   TOTUS   uniQure   voyager THERAPEUTICS

TABLE OF CONTENTS

I. EMPLOYEE DEVELOPMENT

II. MANAGER/LEADERSHIP TRAINING

III. TEAMBUILDING

IV. EMPLOYEE WELLNESS

IV. COMPLIANCE

Business Etiquette

Length & Modality: 2-hour Virtual or Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size for this virtual workshop is 15-18 participants. Designed for all employees.

Course Overview

This session is a review of common business etiquette scenarios customized to your organization's needs. The course is designed to help participants learn the essential concepts of business etiquette and professionalism, along with learning best practice tips and tricks related to topics such as time management, meeting management, and working in a virtual environment. Through interactive games and discussion, the group will build skills any professional can use to succeed in business.

Learning Objectives

At the end of the course, participants will:

- Understand and apply the concept of Personal Brand
- Interact more confidently and professionally with colleagues

Related Materials

Decision Science

Length & Modality: 2-hour Virtual or Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size for this virtual workshop is 15-18 participants. Designed for all employees.
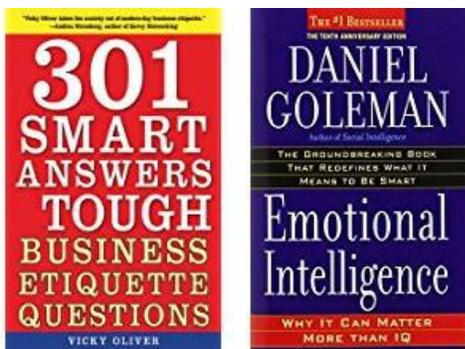
Course Overview

This course presents common decision-making theories and a detailed approach to the decision-making process. Through lecture, discussion, and a fun, interactive exercise, attendees will gain insight into the obstacles that impede clear decision making and will learn the proven tactics to overcome them.

Learning Objectives

At the end of the course, participants will:

- Make more objective decisions
- Overcome typical obstacles to clear decision making

Related Materials

Emotional Intelligence

Length & Modality: 3-hour Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size for this virtual workshop is 15-18 participants. Designed for individual contributors, High Potentials, managers, front line leaders, or anyone desiring to enhance their Emotional Intelligence skills.

Course Overview

Research has proved that our emotional intelligence (EI) is more reliable in predicting success than our intelligence quotient (IQ). In this interactive course, we explore the topic of EI and how to develop our own EI, thereby increasing our success with our career and relationships both inside and outside of the workplace. This session builds an understanding of how emotions shape who we are, how we relate to others and how to improve relationships.

Learning Objectives

At the end of the course, participants will:

- Define Emotional Intelligence (EQ) and explain how it relates to personal and organizational success
- Be able to measure their own level of Emotional Intelligence
- Understand the four core skills required to practice emotional Intelligence
- Explore tools to increase emotional self-awareness and self-management, awareness of others, and managing relationships

Related Materials
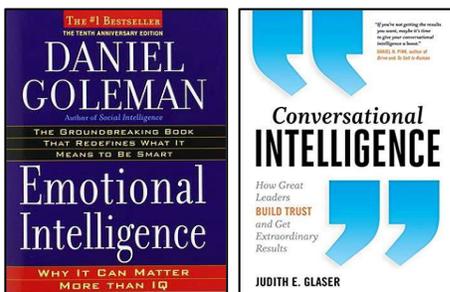
Giving and Receiving Feedback

Length & Modality: 2-hour Virtual or Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size for this virtual workshop is 15-18 participants. Designed for all employees.

Course Overview

This workshop teaches participants the necessary skills needed to both give and receive constructive and positive feedback in a way that maintains relationships and increases performance. Participants will explore the concept of 'Radical Candor' and practice the CBR feedback model through interactive exercises and role play techniques. Finally, the course will introduce a structured process for effectively giving, receiving and soliciting feedback on an ongoing basis.

Learning Objectives

At the end of the course, participants will:

- Understand the importance of giving and receiving feedback
- Learn about the concept of 'Radical Candor'
- Be proficient in using the CBR feedback model
- Be introduced to the '10-minute conversation'
- Receive insight and coaching from peers as part of a practice feedback exercise

Related Materials
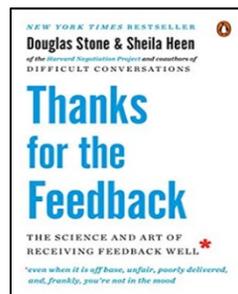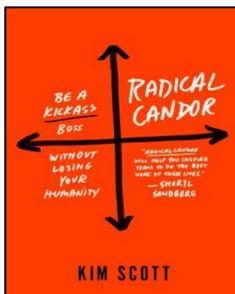
Influencing without Authority

Length & Modality: 2-hour Virtual or Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size for this virtual workshop is 15-18 participants. Designed for all employees, especially team leaders, mangers of cross-functional teams or program managers.

Course Overview

The ability to influence without authority is essential to gain buy-in from key stakeholders, improve collaboration within the organization, and boost your career. Influencing Without Authority equips participants with the skills needed to build credibility and effectively influence stakeholders, even if they lack the direct authority. This learning experience can be helpful in practicing real, applicable influence skills. Through videos, group exercises, and role-plays this course provides learners with a framework and skills to navigate the murky waters of influencing without formal authority.

Learning Objectives

At the end of the course, participants will:
- Understand the importance of influence and reciprocity in day-to-day interactions
- Demonstrate knowledge of the Influence without Authority model
- Learn to build credibility, resolve performance challenges, and build networks

Related Materials
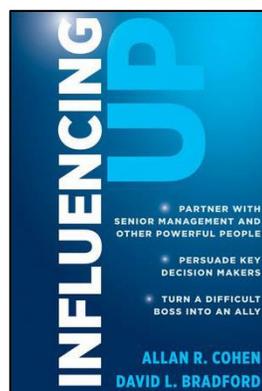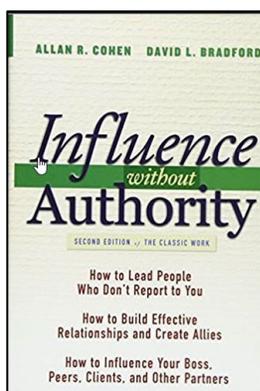
Interview Skills Training

Length & Modality: 2-hour Virtual Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size for this virtual workshop is 15-18 participants. Designed for hiring managers and all employees who may be involved in the interview process.

Course Overview

Hiring talent with both the technical expertise and the right cultural fit is critical to company success. This highly popular course looks at the important stages of the interview process, with particular focus on conducting competency-based behavioral interviews to assess for culture fit and to obtain relevant information that will lead to sound hiring decisions. The course also addresses the importance of managing the candidate experience and offers best practices to leave interviewees with a positive company image. Finally, the session explores the role of unconscious bias and common legal pitfalls that can impede effective hiring practices.

Note: This course can be customized to reflect the client's recruiting practices, and behavioral interview guides tailored to focus on the company core values/competencies can be built.

Learning Objectives

At the end of the course, participants will:
- Learn about the importance of managing the candidate experience
- Understand the purpose and benefits of competency-based interviews
- Be proficient in conducting behavioral interviews using the STAR technique
- Follow a best practice, structured approach to evaluating and selecting the right candidate
- Understand how unconscious bias may present as an obstacle to clear decision making
- Be aware of employment laws that are relevant when interviewing candidates

Related Materials
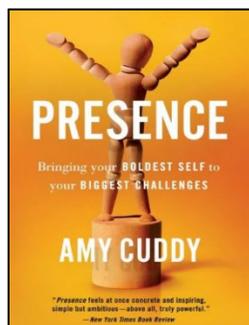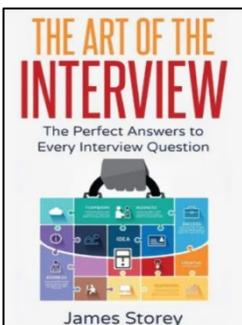
Managing Conflict

Length & Modality: 2-hour Virtual or Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is 15-18 participants. This course is designed for all employees.

Course Overview

Conflict is inevitable within any organization and knowing how to manage conflict effectively is critical to individual and team success. In this session, participants learn the positive uses of each style and the most appropriate conflict style to use in any given specific business circumstance. Using interactive exercises, participants explore the characteristics of different conflict styles to develop greater flexibility.

Resolving conflict doesn't have to be a negative force, and leaders can set the tone for conflict resolution, and how it's viewed by their teams. In this course, you'll learn strategies for managing team conflict at both the group and individual levels. You'll also learn how to use conflict as a positive force that can lead to innovation and an openness toward looking at the business in new ways.

Learning Objectives
At the end of the course, participants will:
- Learn about their conflict styles
- Feel more confident in navigating conflict situations
- Learn the skills needed to collaborate toward a solution

Related Material
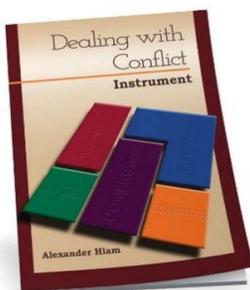
Managing your Career

Length & Modality: 1.5-hour Virtual or Live Instructor-Led Training

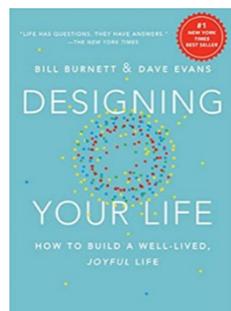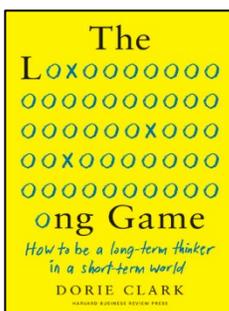**Participants: (Size and Recommended Audience)**

The ideal audience size is 15-18 participants. This course is designed for individual contributors and is also a valuable component in high-potential and front-line leader journeys. (It complements the *Career Conversations* workshop for people managers.)

Course Overview

Your Career is an engaging learning experience that blends personal introspection and peer interaction. Whether a new employee or a veteran, this course is designed to meet participants wherever they are in their career journey, providing insights and tools to support ongoing career development. The session is comprised of three main chapters:

- **Chapter 1: What's Now** focuses on building *awareness*, exploring the notion that career development isn't a theoretical concept "out there". Rather it is a concrete journey built upon the employee's understanding what's working, what's not- and why- so that they can steer their career forward in a way that meets their personal goals and adds value to the company.

- **Chapter 2: What's Next** is about *discovery,* helping learners articulate their personal definition of success and exploring the tools and resources available to them to achieve these goals.

- **Chapter 3: What If** is about *perspective*. Knowing every career worth having has detours, participants learn how to untangle the narrative surrounding setbacks in order to take ownership of the situation and create fresh movement forward.

Related Materials

Meeting Management

Length & Modality: 2-hour Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is 15-18 participants. This program is for anyone who regularly leads of participates in meetings.

Course Overview

Some studies suggest that employees spend between 33-50% in meetings, yet many people regard them as too long, unproductive and wasteful. This interactive course will emphasize the importance of well-designed meetings and introduce participants to best practices to enhance meeting productivity. The session also focuses on leading robust and inclusive discussions to ensure all participant voices are heard and considered for better meeting outcomes.

Learning Objectives

At the end of the course, participants will:

- Learn the value of meetings as a management tool
- Employ agenda guidelines that will ensure more productive meetings
- Make use of conversation structure in meetings to help achieve desired outcomes
- Evaluate the impact that participation can have on meeting outcomes and personal brand
- Understand how to leverage technology to improve virtual meetings

Related Material
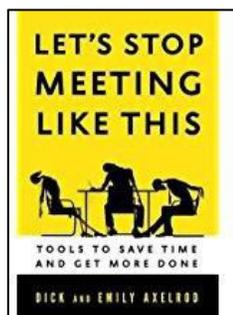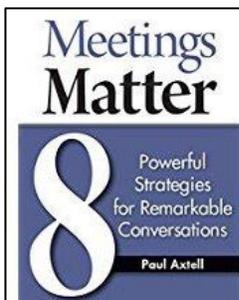
Presentation Skills

Length & Modality: 3-hour Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is 15-20 participants. This program is for anyone who makes presentations and/or speaks to groups of people whether on a large scale or small scale or even in a staff meeting! It covers in-person presentations as well as virtual presentations.
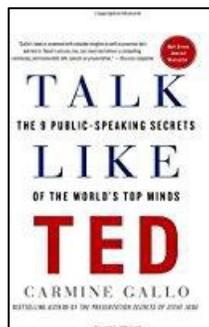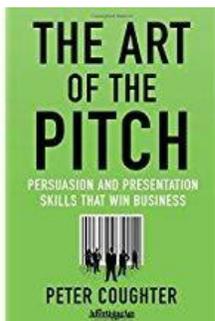
Course Overview

Are you putting your best foot forward when speaking to small or large groups of people? Does terror or panic hold you back from delivering effective presentations? This course covers several beginner-to-intermediate aspects of Presentation Skills with emphasis on industry and best practices around presenting. You will learn how to tell your story, overcome 'stage fright', and refine your verbal and non-verbal presentation techniques. We will discuss storytelling by presenting data, with focus on alternate presentation methods. Through interactive exercises, attendees will learn how to transition between speakers, use polling effectively, and engage audiences of any size.

Learning Objectives

At the end of the course, participants will:

- Display more finesse and confidence in presenting ideas in front of a live audience
- Be more skilled at managing and engaging the audience
- Learn to communicate ideas clearly and concisely

Related Materials

Employee Development

Setting Goals and Objectives

Length & Modality: 1.5-hour Virtual or Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is 15-20 participants. This course is designed for all employees.

Course Overview

Setting goals and objectives is the first and most critical step in a company's planning process. This course explains the importance of aligning individual goals to company and functional goals. Participants will learn how to develop effective goals using the SMART framework and apply the strategy to a goal-setting conversation.

Note: This course can be customized to align with the company's process and philosophy of goal-setting and other related practices (such as link to bonus payouts) as applicable.

Learning objectives

At the end of the course, participants will:

- Learn the linkage between corporate, functional and individual goals
- Understand the differences between Goals, Objectives, MBOs, OKRs
- Be proficient in developing robust individual goals using the SMART framework
- Be prepared to have robust goal-setting conversations with managers

Related Material
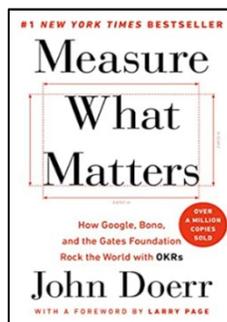
Shift Happens: Practical Ways to Successfully Navigate Change

Length & Modality: 2-hour Virtual or Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is 15-18 participants. This course is designed for all employees.

Course Overview

This interactive course breaks down the most common obstacles to change in a simple, easy, and practical way. Participants will discover how changes in life and work affect stress levels, and how to become more resilient and embrace change as opportunity. Discussion about the stages of change will help to explain behavior we see during times of stress and change and will allow us to learn how to process change in our own time and support others through their own processes. We will discuss overcoming limiting beliefs- and through a fun team role play and debrief, will learn a simple, yet effective framework to use when designing or experiencing change personally or professionally.

Learning Objectives

At the end of the course, participants will:
- Understand the stages of change and how to successfully navigate them
- Learn to leverage a growth mindset to be more resilient and tenacious
- Champion change initiatives both personally and professionally

Related Material
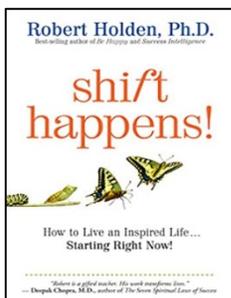
Tenacity

Length & Modality: 2-hour Virtual or Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is 15-20 participants. This course is designed for all employees.
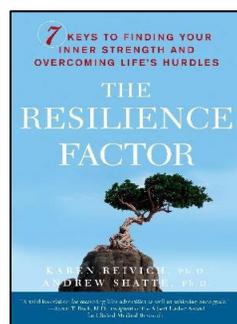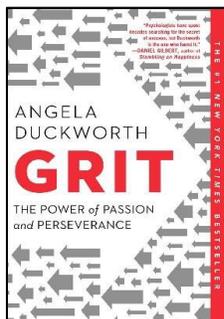
Course Overview

Whether you are fresh out of school or a seasoned employee or leader, your tenacity and resilience is tested every day. In this 2-hour course, we will explore why grit and tenacity are important professionally and personally and discover the building blocks of tenacity to take challenges in stride. Using interactive exercises, we will also explore the growth mindset, and how instilling that mindset increases our ability to bounce back from setbacks large and small.

Learning Objectives

At the end of the course, participants will:
- Recognize how tenacity can be a predictor of success personally and professionally
- Understand and measure your own tenacity levels
- Learn how to leverage a growth mindset to increase focus and tenacity

Related Materials

Employee Development

Time Management

Length & Modality: 2.5-hour Virtual or Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is 15-20 participants. This course is designed for all employees.
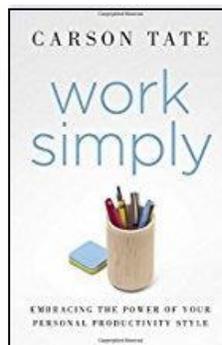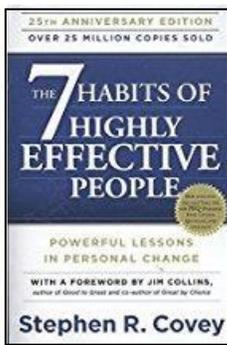
Course Overview

This session focuses on concepts around time management, specifically planning & prioritization. During this course participants gain the personal insight and practical skills to develop and implement a framework for successful time management. The facilitator will share proven tools and techniques to make better day-to-day choices about investing your time and achieving your goals.

Learning Objectives

At the end of the course, participants will:
- Be able to successfully prioritize work and develop a consistent framework to manage tasks
- Discovery their personal productivity style and learn to play to their strengths

Related Materials

Building Your Team

Length & Modality: 3-hour Virtual or Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is 15-18 participants. It is designed for people managers

Course Overview

Topics will include building trust, learning to manage conflict, giving & receiving feedback, and holding meetings and 1:1's that matter. This series is designed to give anyone in management an opportunity to create or refresh their skills as managers, while giving them ample opportunities to practice.

Learning Objectives

At the end of the course, participants will:

- Cultivating relationships
- Creating a candid team culture
- Strategize ways to build trust with a team
- Effective 1 on 1's

Related Materials
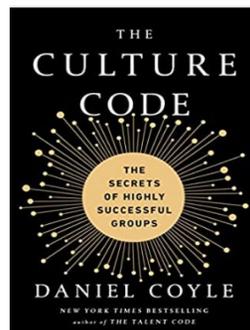
Career Conversations

Length & Modality: 1.5-hour Virtual or Live Instructor-Led Training

Participants: (Size and Recommended Audience)

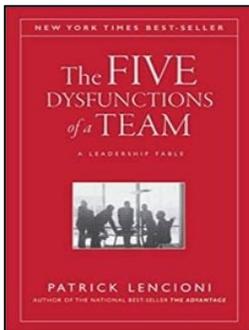The ideal audience size is 15-18 participants. It is designed for people managers and complements *Managing Your Career*, a workshop for all employees.

Course Overview

This workshop highlights the important role that managers play in influencing their team members' careers as well as the company success. The manager role as "connector" is essential matching the values, talents, and interests of their team with the organization's strategy and changing priorities. This is an engaging learning experience that dispels common myths of career growth and focuses on the common drivers of meaningful work and personal development. It provides the tools and insights needed for managers to understand employees' needs and create connections to growth opportunities. The session also presents a pragmatic conversation map that can be used to assist team members in their development journey.

Learning Objectives

At the end of the course, participants will:

- Understand their role in their team's career growth
- Apply tools and tactics to understand individual team members, providing perspective, and create connections to both opportunities and people
- Create a team strategy for creating career communities, building on individuals' strengths, and providing opportunities that support career growth
- Plan a meaningful, future-focused conversation with one team member
- Practice handling common challenges in supporting team members' talent development

Related Material
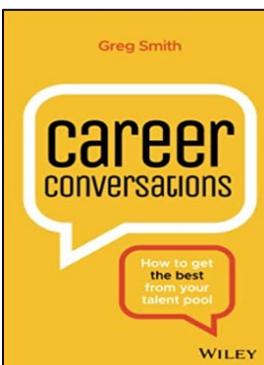
Manager as Coach

Length & Modality: 2.5-hour Virtual or Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is 15-18 participants. Designed for people managers, front line leaders, and executives who coach or want to enhance their coaching effectiveness.
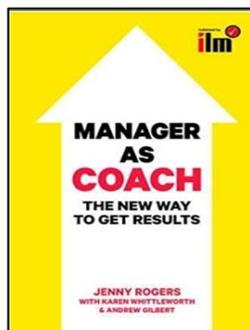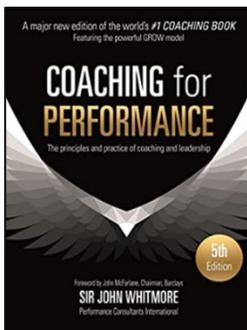
Course Overview

This course helps current managers develop the ability and confidence in providing supportive, developmental and impactful feedback that encourages high performance and professional development in others. The course introduces the differences between coaching and mentoring, and the merits of each. Through a series of activities and case studies, participants will learn and practice the GROW model which is a simple, powerful and structured coaching method that has been successfully by managers around the world.

Learning objectives

At the end of the course, participants will:

- Be able to differentiate between coaching and mentoring
- Understand the role of empathetic listening in coaching conversations
- Learn the GROW Coaching Model
- Get peer-feedback through of coaching role-play exercises

Related Material

Performance Management

Length & Modality: 2.5-hour Virtual or Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is 15-18 participants. Designed for all people managers.
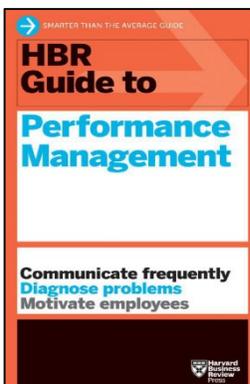
Course Overview

This is an ideal course for new and experienced managers who want to advance their skills and knowledge of managing performance of their team members. Performance management is a broad topic ranging from managing effective members through coaching and motivation, to managing poor performers through discipline and corrective action. One leadership style does not fit all! By applying situational leadership, utilizing empathetic listening, building trust to give and receive feedback and through structures of corrective action plans, this course will leave participants confident in dealing any performance management situation that comes their way.

Learning objectives

At the end of the course, participants will:
- Learn strategies to manage team members at various levels of performance
- Understand the importance of building trust and empathetic listening
- Become familiar with the four-step approach for productive performance conversations
- Identify the difference between defensive behaviors, resistance and chronic performance issues and best practices to deal with each
- Learn how to address corrective action in a fair and legally sound manner

Related Material

Practical Accountability

Length & Modality: 3-hour Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is 15-20 participants. Designed for all people managers.
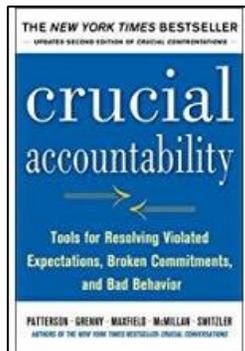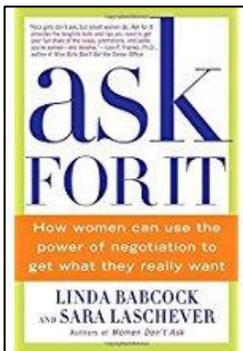
Course Overview

Great managers know that accountability is a cornerstone of successful management. When accountability is not a priority or practiced regularly, blame, complaining, procrastination and disengagement often follow. Through the practical use of style assessments, role play, and group discussion, attendees will discover how their personal accountability style can impact their ability to hold crucial conversations. This information will empower participants to set clear performance expectations and ensure better task execution and delegation. We will then discuss best practices to resolve failed promises and missed deadlines and transform broken rules and bad behaviors into productive accountability.

Learning objectives

At the end of the course, participants will:
- Learn how to use their own accountability style to their advantage both personally and professionally
- Be able to simplify which issues to address during an accountability conversation
- Understand how to maximize participant safety in difficult conversations

Related Materials

Situational Leadership

Length & Modality: 3-hour Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is 15-20 participants. Designed for all front-line managers and leaders.

Course Overview

The role of the manager is becoming increasingly complex, and adaptability is the key to organizational resilience. This course equips managers with the skills they need to pivot to meet the challenges of today and tomorrow by providing them with a strong foundational understanding of the Situational Leadership® Model.

Learning objectives

At the end of the course, participants will:

- Learn how to achieve clarity and alignment by understanding team members' priorities and tasks and communicating expectations.
- Be able to match their leadership approach to the corresponding needs of an individual for a specific task.
- Avoid underleading and overleading by recognizing that a one-size-fits-all approach to leadership is ineffective.
- Respond to change by maintaining an awareness of team members' changing circumstances and performance needs.
- Build trust over time by correctly diagnosing a situation, adapting to others' needs and leveraging open, two-way communication.

As I See Myself Workshop

Length & Modality: 3-hour Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is 15-20 participants. Intact team sessions are recommended but not required. Designed for all employees.

Course Overview

In each moderated workshop, the facilitator will guide participants through completion of the 'As I See Myself' assessment and corresponding questions and exercises developed to deepen understanding of the behavioral profiles, enabling stronger team connections and more effective communication. Individuals and teams can dispel misconceptions and break down barriers around behavioral style using open and candid discussion. Through breakout sessions and teach backs, the group builds trust and empathy for each other & learns more about themselves.

Learning objectives

At the end of the course, participants will:

- Learn the different behavioral styles, including identifying their own personal style(s)
- Be able to improve 1:1 and team communication
- Strengthen working relationships with other individuals which ultimately increases the speed to high performing teams

Related Material
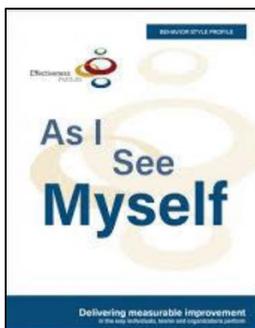
Insights Discovery Workshop

Length & Modality: 4-hour Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is up to 25 employees. Intact team sessions are recommended but not required. Designed for all employees.

Course Overview

Insights Discovery is a popular and powerful psychometric tool that has been used by companies across the globe to enhance team effectiveness and connection. This course provides participants an opportunity to better understand their own communication and work-style preferences- how they take in and process information, make decisions and communicate-in order to work more effectively as a team. Additionally, it helps individuals understand how they are perceived by their colleagues. Through the collective insights gained from the workshop, team members can develop workable strategies to adjust their own styles in order to interact most effectively with each other. Based on an online assessment done in advance of the session, participants receive their own unique Insights Discovery Personal Profile for further self-reflection and action-planning.

Learning objectives

At the end of the course, participants will:
- Increase the speed to high performing teams
- Foster strong working relationships and establish trust among team members
- Build effective communications based on individual needs
- Recognize the power of teams that embrace diversity of thought and personality
- Create a common language to utilize during conversations and facilitate rapid growth

Six Thinking Hats Workshop

Length & Modality: 2.5-hour Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is up to 20 employees. Intact team sessions are recommended but not required. Designed for all employees.

Course Overview

Developed by Edward de Bono, this is an internationally renowned decision-making, idea evaluation and meeting management workshop. It is a proven method that offers direction for group thinking and decision making by building off the common notion of "putting on your thinking cap." de Bono has developed six different "hats" that each focus on thinking in one direction (feelings, judgment, creativity, process, optimism, and facts). This helpful session will assist in the critical analysis of complex situations by simulating diverse points of view in a controlled environment.

Learning objectives

At the end of the course, participants will:
- Achieve more comprehensive perspectives and sounder solutions
- Understand and leverage the variety of viewpoints that can be found within teams
- Improve group discussion and decision-making

Related Material
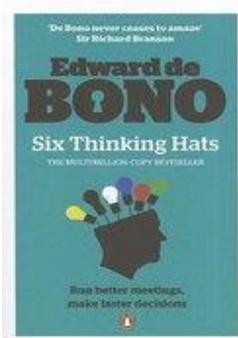
StrengthsFinder Workshop

Length & Modality: 3-hour Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is up to 25 employees. Intact team sessions are recommended but not required. Designed for all employees.

Course Overview

StrengthsFinder has become a popular tool for conducting team building at companies around the globe. This transformative session uses the Gallup StrengthsFinder questionnaire to help teams leverage their strengths to build trust, increase engagement, and cultivate stronger relationships. Through interactive discussions and exercises, intact teams discover their individual and collective strengths and leverage them for continued group success.

Learning objectives

At the end of the course, participants will:

- Understand their own strengths and the strengths of their teammates
- Learn how to best leverage their own strengths and the strengths of their team

Related Material
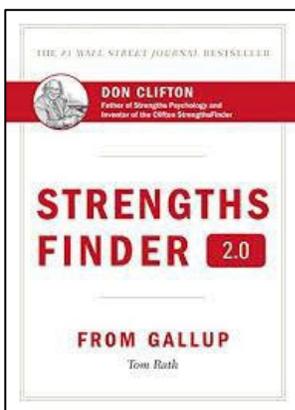
Eat to Chill: Nourish your Mind and Body in Times of Stress

ELYSIAN HR
CONSULTING

Length & Modality: 1.5-hour Virtual or Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is 15-18 participants to allow for thoughtful conversations and valuable interactivity with the facilitator. Designed for all employees.

Course Overview

This workshop teaches participants how to navigate their stress using sustainable food and lifestyle choices. Participants will first learn about the "stress response," its harmful effects on the body and the connection between stress and chronic disease. Next, participants will explore the essential anti-inflammatory food groups and lifestyle practices that buffer the stress response and support a calm nervous system. Finally, the course will provide an introduction to Mindful Eating and participants will experience a brief mindful eating practice.

Learning Objectives

At the end of the course, participants will:

- Learn what the "stress response" is and its effects on the body – both acute and chronic
- Understand the connection between stress and chronic illness/disease
- Learn about essential anti-inflammatory food groups and lifestyle practices that buffer the stress response and support a calm nervous system
- Receive 3 simple, practical recipes to incorporate these foods into their diet
- Learn the basics of "Mindful Eating" and be guided through a brief mindful eating practice

Related Material
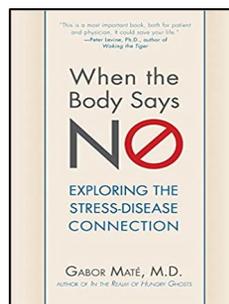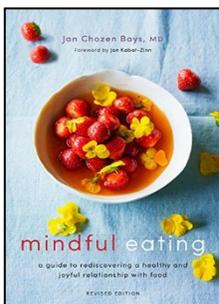
Harassment Prevention (Maintaining an Inclusive and Respectful Workplace)

Length & Modality: 2-hour Virtual or Live Instructor-Led Training

Participants: (Size and Recommended Audience)

The ideal audience size is 15-18 participants to allow for thoughtful conversations, small breakout case study exercises, and valuable interactivity with the facilitator. Designed for individual contributors through senior leaders.

Course Overview

Harassment prevention training is vital to creating a safe, inclusive and respectful workplace environment. It promotes employee engagement, strengthens company culture, and minimizes the risk of investigations and lawsuits. The Equal Employment Opportunity Commission (EEOC) strongly advocates for such training, especially in states where it is not already legally mandated.

This interactive workshop unpacks the complexity and seriousness of modern workplace challenges related to harassment. It teaches participants about the definitions of harassment and how to recognize, respond to, report and prevent harassment of all types. All employees will leave with a clear and consistent understanding of the company's harassment policy and reporting procedures.

Note: The course content can be customized to reflect the client's specific policies and procedures around harassment. If requested, Harassment policy templates can be provided for client implementation and use.

Learning Objectives

At the end of the course, participants will:

- Be able to recognize appropriate and inappropriate behavior in the workplace
- Understand the different kinds of harassment, including sexual harassment, discrimination, and hostile work environments
- Become familiar with their company's Harassment Policy
- Understand the complexities of harassment issues via case study exercises
- Know the steps to take if harassment is observed