**Resources Required for Interactive Exercises**

To ensure the success of the interactive exercises within the sexual harassment prevention training, the following resources are required for each activity. These resources will facilitate active participation, engagement, and learning.

**Module 1: Group Discussion on Sexual Harassment Examples**

**Exercise:** Participants identify real-life examples of sexual harassment and discuss them.

**Resources Needed:**

1. **Whiteboard/Flipchart** (physical or virtual):
	* For noting down examples and key points raised during the discussion.
2. **Markers/Pens**:
	* For use with the whiteboard/flipchart.
3. **Scenario Handout**:
	* Prepare a list of potential real-life scenarios of sexual harassment for discussion. The scenarios should cover different types of harassment (verbal, non-verbal, online, etc.). This can be a printed handout or a virtual document shared with participants.

**Module 3: Role-Play Exercise on Reporting Harassment**

**Exercise:** Participants role-play a scenario where they report sexual harassment to a manager.

**Resources Needed:**

1. **Pre-prepared Scenarios**:
	* A set of printed or virtual scenarios where sexual harassment has occurred. Each scenario should provide details about the harassment and the roles participants will play (reporting employee, manager, witness, etc.).
2. **Role-Play Instruction Sheet**:
	* A brief document with instructions for each role: how the manager should respond, what the reporting employee should say, and the role of any witnesses.
3. **Feedback Form**:
	* A simple checklist or feedback form for participants observing the role-play to evaluate how well the situation was handled, e.g., how supportive the manager was, whether the process was followed correctly.

**Module 4: Bystander Intervention Training**

**Exercise:** Present scenarios where sexual harassment or inappropriate behaviour occurs, and participants discuss how they would intervene.

**Resources Needed:**

1. **Printed or Digital Scenario Cards**:
	* A variety of scenarios where bystander intervention is needed. These can range from subtle inappropriate comments to more overt harassment during client meetings or team interactions.
	* Each scenario should include a description of the behaviour, the context (e.g., a meeting or event), and the roles of those involved.
2. **Discussion Guide**:
	* A handout or slide with prompts and questions to guide the group discussions. Prompts may include:
		+ "What could you do to intervene?"
		+ "What risks or challenges might you face in this scenario?"
		+ "What support would you offer the victim?"
3. **Bystander Intervention Techniques Handout**:
	* A list of techniques participants can use to safely intervene, such as distraction, direct confrontation, or seeking help from someone in authority.

**Module 5: Support Mechanisms Resource Handout**

**Exercise:** Review and provide information on the available support mechanisms for employees affected by harassment.

**Resources Needed:**

1. **Resource Handout**:
	* A printed or digital document that lists internal and external support mechanisms, such as:
		+ [Company Name]’s HR contact details.
		+ Confidential reporting tools.
		+ Employee Assistance Programme (EAP) contact information.
		+ External counselling services or helplines (e.g., Equality Advisory Support Service).
		+ Legal resources for further advice.
2. **Counselling and Support Services Posters** (Optional):
	* These could be physical posters displayed in break areas or shared via internal communication platforms, reminding employees of available resources and support contacts.

**Module 6: Manager Discussion Exercise**

**Exercise:** Managers discuss how to handle inappropriate behaviour and subtle harassment.

**Resources Needed:**

1. **Printed or Digital Scenarios for Managers**:
	* Specific scenarios where subtle harassment occurs (e.g., jokes, micro-aggressions). These scenarios should involve employees interacting in ways that could cause discomfort, but which might not be immediately obvious to everyone.
2. **Best Practices Guide for Managers**:
	* A handout or slide with best practices for managers to handle reports of harassment, including:
		+ Ensuring confidentiality.
		+ Providing immediate support to the employee.
		+ Documenting incidents and following up.
		+ Preventative actions, like setting expectations in team meetings.
3. **Feedback Form for Managers**:
	* After discussions, participants can fill in a short feedback form, reflecting on how confident they feel in handling these situations and identifying any areas where further guidance or training is needed.

**Module 7: Policy Review Feedback**

**Exercise:** Encourage participants to provide feedback on the sexual harassment policy.

**Resources Needed:**

1. **Feedback Form or Survey**:
	* Printed or digital survey asking participants for their thoughts on the company’s sexual harassment policy, training, and overall culture. Questions could include:
		+ "Do you feel the current policy is clear and easy to understand?"
		+ "What improvements would you suggest for the policy?"
		+ "Do you feel confident in applying the policy in your day-to-day work?"
2. **Policy Handout or Digital Copy**:
	* A copy of the company’s sexual harassment policy for participants to refer to when providing feedback.

**General Resources for All Modules**

1. **Projector/Screen and Presentation Slides**:
	* Visual slides outlining key points and summaries for each module.
2. **Handouts for All Key Topics**:
	* Print or digital copies of key points from each module, including:
		+ Sexual harassment definitions and examples.
		+ Reporting procedures.
		+ Preventative steps for employees and managers.
		+ Support resources.
3. **Pens and Notepads**:
	* For participants to take notes during discussions or jot down thoughts during exercises.
4. **Evaluation Forms**:
	* At the end of the training, provide a feedback form for participants to evaluate the session’s effectiveness and provide suggestions for future training.

By preparing these resources ahead of the training session, participants will have the tools they need to actively engage in discussions, role-play scenarios, and understand the policies and procedures in place. Each exercise is designed to enhance learning through practical application, helping employees apply the lessons to real-world situations and ensuring that everyone contributes to a harassment-free work environment.