**Facilitator's Guide: Introduction and How to Use the Materials**

**Welcome to the Sexual Harassment Prevention and Policy Compliance Training!**

This facilitator's guide is designed to help you deliver a comprehensive, engaging, and effective training session. The aim is to equip participants with the knowledge and skills necessary to prevent, address, and report sexual harassment in the workplace while ensuring compliance with the latest legal requirements.

**How to Use:**

The training is structured around interactive learning, discussion, and practical exercises to ensure participants stay engaged and can directly apply what they’ve learned. As a facilitator, your role is to guide the participants through each module, encourage open dialogue, and provide clarification where needed.

The training content can be tailored to managers and employees depending on the audience.

**Timings:**

The training is designed to be delivered in **3 to 4 hours**, depending on the depth of discussions and engagement in interactive exercises. Below is a suggested breakdown of timings for each module. However, feel free to adjust based on the group’s participation and pace.

**Suggested Timetable:**

1. **Welcome and Overview (10 minutes)**
	* Introduce yourself and the objectives of the training.
	* Explain the flow of the session and the importance of participation.
2. **Module 1: Understanding Sexual Harassment (30 minutes)**
	* Define sexual harassment and explain different forms.
	* Use real-life examples and an interactive group discussion to reinforce understanding.
3. **Module 2: The Legal and Ethical Framework (20 minutes)**
	* Cover key legislation (Equality Act 2010) and the new employer duty effective from October 2024.
	* Encourage participants to ask questions about legal responsibilities.
4. **Module 3: Reporting and Responding to Sexual Harassment (40 minutes)**
	* Go over how employees can report harassment and what happens next.
	* Conduct a role-play exercise (allow 20 minutes for role-play and debrief).
5. **Short Break (10 minutes)**
6. **Module 4: Preventing Sexual Harassment in the Workplace (25 minutes)**
	* Focus on proactive measures and bystander intervention.
	* Encourage participants to share ideas on how to foster a respectful culture.
7. **Module 5: Support for Employees Affected by Harassment (15 minutes)**
	* Explain support mechanisms in place for employees and resources available.
8. **Module 6: Manager-Specific Responsibilities (30 minutes)**
	* Dive into the specific duties of managers when handling harassment complaints.
	* Discuss real-world scenarios where managers need to step in and how to handle them effectively.
9. **Module 7: Reviewing the Policy and Continuous Improvement (15 minutes)**
	* Highlight the importance of regular policy reviews and gathering employee feedback.
	* Encourage participants to think of ways they can contribute to creating a safer workplace.
10. **Final Assessment and Certification (15 minutes)**
	* Conduct the quiz and review the answers with participants.
	* Hand out certificates of completion.
11. **Training Evaluation and Close (10 minutes)**
	* Ask participants to fill out the evaluation form.
	* Thank the group for their participation and answer any final questions.

**Facilitation Tips:**

1. **Create a Safe Learning Environment**:
Sexual harassment is a sensitive topic, and participants may feel uncomfortable or have strong opinions. Encourage respectful dialogue, ensure that everyone feels heard, and remind participants that confidentiality should be maintained throughout the session.
2. **Encourage Participation**:
The training includes several interactive exercises, such as role-plays and group discussions. These exercises are key to reinforcing the material and making it more relatable. Encourage participants to share their thoughts and experiences, but ensure the session stays focused and on track.
3. **Pacing**:
Keep an eye on the clock and ensure the session moves smoothly. While discussions are valuable, try to manage time so that you can cover all modules without rushing the final assessment or missing critical content.
4. **Use Real-Life Examples**:
Where possible, include real-life scenarios or hypothetical situations to make the training more relevant. Participants will engage more when they see how the material applies to everyday workplace situations.
5. **Adapt Based on the Group**:
Be flexible! If your group is highly engaged in discussions, you may need to adjust the time allocated for interactive segments. Similarly, if the group is quieter, you may want to encourage more participation by asking questions or sharing examples.

**Preparing for the Session:**

* **Review the Materials**:
Familiarise yourself with all the slides, handouts, and activities before the training begins. This will help ensure a smooth flow throughout the session.
* **Set Up Early**:
Ensure all technical elements (projector, slides, etc.) are working properly. Have all materials—such as printed resources, sign-in sheets, and evaluation forms—prepared ahead of time.
* **Engage the Audience**:
Start the session by briefly introducing yourself and sharing the goals for the training. Building rapport early helps participants feel comfortable and more open to sharing their views.

This structured approach will help you manage time effectively, keep participants engaged, and ensure that all key topics are thoroughly covered. Remember to adjust based on the group’s needs and encourage active learning throughout.

**Slides and Facilitators Script**

**1. Welcome and Overview (10 minutes)**

**Slide Content**:

* Welcome to Sexual Harassment Prevention Training
* Introduction of facilitator and session objectives
* Importance of participation and creating a safe space

**Facilitator Script**: "Welcome, everyone, to our Sexual Harassment Prevention and Policy Compliance training. My name is [Your Name], and I’ll be facilitating today’s session. We’ll cover essential aspects of sexual harassment, including how to recognise it, how to prevent it, and what steps to take when incidents occur.

Today’s session will be interactive, and your participation is key. Feel free to share your thoughts, ask questions, and engage in the exercises. We’ll have discussions, a role-play exercise, and time for reflection. By the end of this training, you’ll have the knowledge to help create a respectful and harassment-free workplace."

**2. Module 1: Understanding Sexual Harassment (30 minutes)**

**Slide Content**:

* Define sexual harassment: unwanted behaviour of a sexual nature
* Different forms of harassment: verbal, non-verbal, physical, online
* Impact of sexual harassment on individuals and the workplace

**Facilitator Script**: "Let’s start by defining what we mean by sexual harassment. It includes any unwanted behaviour of a sexual nature that makes someone feel uncomfortable, degraded, or intimidated.

Sexual harassment can take many forms:

* Verbal: such as inappropriate comments or jokes,
* Non-verbal: like leering or gestures,
* Physical: unwelcome touching or physical proximity,
* Online: sending inappropriate emails or messages.

Sexual harassment isn’t just harmful to the individual—it impacts the entire workplace, reducing morale and productivity."

**Slide Content**:

* **Interactive Group Discussion**: Real-life examples of harassment
* What’s acceptable vs. unacceptable behaviour

**Facilitator Script**: "Now, let’s have an interactive discussion. Can you think of any real-life examples of behaviour that could be considered harassment in the workplace? What might cross the line from acceptable to unacceptable? Let’s share some ideas."

[Facilitate the discussion, encouraging participants to reflect on workplace situations. Use probing questions to guide the conversation.]

**3. Module 2: The Legal and Ethical Framework (20 minutes)**

**Slide Content**:

* Key legislation: UK Equality Act 2010
* New anticipatory duty for employers (October 2024)
* Legal responsibilities of employers and employees

**Facilitator Script**: "Next, let’s talk about the legal framework. The UK **Equality Act 2010** sets the standard for protecting employees from harassment. Under this act, employers have a legal duty to prevent harassment in the workplace. Starting in **October 2024**, a new **anticipatory duty** will be in place, which means employers must take proactive steps to prevent harassment before it occurs.

Employers are responsible for creating a safe work environment, and employees have a duty to follow the policy and report incidents when they occur."

**Slide Content**:

* **Q&A**: Legal responsibilities and the new duty

**Facilitator Script**: "I want to open the floor for any questions about these legal requirements. How do you feel about the new anticipatory duty? Do you think it will change how we approach harassment in the workplace?"

[Encourage participants to ask questions and clarify any concerns.]

**4. Module 3: Reporting and Responding to Sexual Harassment (40 minutes)**

**Slide Content**:

* Reporting procedures: who to report to (line managers, HR, CEO)
* Confidential reporting options
* How to handle a report of harassment

**Facilitator Script**: "When an employee experiences or witnesses harassment, it’s important that they know where to report it. You can report harassment to your line manager, HR, or even the CEO, depending on the severity of the situation.

We also offer confidential reporting options for those who prefer anonymity, such as our online reporting tool."

**Slide Content**:

* **Role-Play Exercise**: Responding to a harassment report
* Participants take on roles of employee, manager, and witness
* 20-minute exercise, followed by debrief

**Facilitator Script**: "Now, we’re going to break into small groups for a role-play exercise. One of you will act as an employee reporting harassment, another will be the manager receiving the report, and a third will act as a witness.

After the exercise, we’ll come back together to discuss how the report was handled and what could be improved."

[Guide participants through the role-play, then lead the debrief to reflect on the exercise.]

**5. Short Break (10 minutes)**

[Provide a short break for participants.]

**6. Module 4: Preventing Sexual Harassment in the Workplace (25 minutes)**

**Slide Content**:

* Proactive measures: setting a respectful tone
* The importance of bystander intervention
* Creating an open, transparent culture

**Facilitator Script**: "Prevention is key to avoiding harassment in the workplace. As leaders, it’s essential to create a respectful environment where employees feel safe and supported. This involves setting a clear tone that harassment will not be tolerated and that everyone has a responsibility to prevent it.

One powerful tool is **bystander intervention**—if you see something wrong, step in and address it. We’ll discuss some examples of how you can step in, even in subtle situations."

**Slide Content**:

* **Group Discussion**: Ideas for fostering a respectful culture

**Facilitator Script**: "Let’s discuss how we can foster a respectful culture at [Company Name]. What are some ways we can proactively prevent harassment? How can we encourage open communication about workplace behaviours?"

[Facilitate a group discussion and collect ideas from participants.]

**7. Module 5: Support for Employees Affected by Harassment (15 minutes)**

**Slide Content**:

* Support mechanisms: counselling, mental health resources, employee assistance programs
* Offering flexibility and adjustments for affected employees

**Facilitator Script**: "It’s important to offer support to employees who have been affected by harassment. This can include access to counselling, mental health resources, or adjustments to their work environment. Having a strong support system in place ensures that employees feel safe and valued during difficult times."

**8. Module 6: Manager-Specific Responsibilities (30 minutes)**

**Slide Content**:

* Managers’ duties: handling complaints, confidentiality, ensuring fairness
* Real-world scenarios: managers stepping in to prevent or resolve issues

**Facilitator Script**: "As managers, you have a critical role in handling harassment complaints. This includes ensuring that all complaints are handled confidentially and fairly. You also have a duty to prevent incidents from escalating.

Let’s go through a few real-world scenarios where a manager might need to step in and discuss the best ways to handle each situation."

**9. Module 7: Reviewing the Policy and Continuous Improvement (15 minutes)**

**Slide Content**:

* Importance of regular policy reviews and updates
* Gathering employee feedback on policies and practices

**Facilitator Script**: "Policies aren’t static—they need to be reviewed regularly to remain effective. As workplace dynamics change, we should seek feedback from employees on how the policy is working and what improvements can be made. Regular updates ensure that we’re staying ahead of potential issues and continuing to provide a safe environment."

**10. Final Assessment and Certification (15 minutes)**

**Slide Content**:

* Quiz on key points covered in the session
* Award certificates upon completion

**Facilitator Script**: "We’ll finish today’s session with a short quiz to review the key points we’ve covered. Once you complete the quiz, you’ll receive your certificate of completion."

**11. Training Evaluation and Close (10 minutes)**

**Slide Content**:

* Training evaluation form
* Thank participants for attending

**Facilitator Script**: "Before we wrap up, please take a few minutes to fill out the training evaluation form. Your feedback helps us improve future sessions. Thank you all for participating in today’s training. If you have any remaining questions, feel free to ask now or reach out to me afterward."