CHE 480 Professional Development (PD) Workshop Lesson Plan

Names: Haley, Josh, CaSandra

PD Workshop Title: Workplace Harassment Awareness and Prevention

Target Population: People Soon to be Entering the Workforce

Central Focus and Rationale for your Topic: Workplace Harassment Awareness and Prevention. There are three types of harassment: visual, verbal, and physical. We will be highlighting those types in three harassment topics: racial, gender, and sexual. We chose to do it this way so that there was repetition with visual, verbal, and physical harassment and so that the entry level workers could see different examples with racial, gender, and sexual.

Workshop Goal(s):
Increase knowledge and awareness of workplace harassment and prevention

Objectives
After this workshop, participants will be able to…
Define visual, verbal, and physical harassment.
Identify the three types of harassment in different situations such as racial, gender, and sexual harassment.
Know the next steps if you are experiencing harassment or are a bystander to harassment.
Something about prevention

Evaluation Questions (that measure whether you achieved your goals & objectives)**:**
Summative eval:
What is not a form of workplace harassment? (physical, verbal, visual, plus something thats not)
Confidence level in being able to Identify physical harassment
Confidence level in being able to identify verbal harassment
Confidence level in being able to identify visual harassment
Confidence level in being able to be able to stop physical harassment/ verbal/ visual
Where is the best place to report harassment? If they are not a safe person to go to, or they do not do anything about it, then who do you report it to?

https://uwlax.ca1.qualtrics.com/jfe/form/SV_6D9AAh79jhR33EO

Process/ Formative eval:
What was something that you liked about the workshop
What was something you disliked about the workshop
What was something that could be improved on for the workshop
What was something that went well during the workshop
What was something that did not go well during the workshop

https://uwlax.ca1.qualtrics.com/jfe/form/SV_5d8yqu3pL2CEmAm

Instructional/Presentation Methods that support diverse needs**:**
Introductions, overview of visual, verbal, and physical harassment, and trigger warning
Split into three groups. Do three 15 minute stations where us facilitators move
Conclusion/ Wrap up

List of Materials needed:
printed out scenarios

printed out scripts
flyer
qualtrics pre/post
intro/conclusion slides
informational sheets for each station (can be virtual doc)

Lesson Overview with Timeline:

Make sure anyone can utilize your overview, so you need to provide enough information here for someone else to be able to pick up this lesson plan and implement your workshop.

Include introduction, lesson steps and talking points, directions for facilitators, transitions from one activity to another, closure, discussion questions, reference to specific appendices (as applicable), etc.

As students come in the classroom, they will be handed numbers, 1-3, and be put into groups based on the numbers they received.

Introduction: "Welcome everyone to our workshop on Harassment Awareness and Prevention in a Work environment! My name is CaS (allow Haley and Josh to introduce themselves), and we are all super excited to develop skills and knowledge with you on how to identify different types of harassment in a workplace, as well as how to prevent it."

Agenda: "Alright now we are going to go over what this workshop will look like. We are going to give a brief overview of the three types of harassment, then we will do stations. Us facilitators will be the ones moving from station to station, so no need to worry about getting up and moving all of your stuff. Feel free as we are switching to stand up and stretch or take a break as needed. Then at the end we will wrap it up." (30 seconds ish)

What are Types of Harassment?: "There are three different main types of harassment: Physical, Visual and Verbal. Physical harassment refers to any unwelcome physical conduct, such as hitting, pushing, grabbing, or any other form of physical contact that can cause harm, discomfort, or injury to an individual. Verbal harassment refers to any unwelcome comments, jokes, insults, or derogatory statements directed at an individual, which can cause emotional or psychological harm, humiliation, or embarrassment. Visual harassment refers to any unwelcome visual displays, such as obscene gestures, leering, or the display of offensive images or material, that can cause emotional or psychological harm, humiliation, or embarrassment."

Introducing Activity: "Now that we have given you a little overview of the different types of harassment, it's time for us to get in our groups to talk more closely about different forms of harassment. In our groups respectively, Josh, Haley, and I will be talking about racial harassment, gender harassment, and sexual harassment. After about 15 minutes or so of activities, we will rotate to you guys so that we can navigate the classroom a little smoother. As stated before, we want this to be a safe environment for everyone, so please feel free to get up, stretch, or leave the classroom if needed!"

Racial Harassment Group (15 minutes)

By the end of this lesson, participants will be able to understand and identify racial harassment in the workplace, its different forms (physical, visual, and verbal), and take measures to prevent it.

Racial Harassment definition/description:

Racial harassment refers to any unwelcome or offensive behavior that is directed towards an individual or group of individuals based on their race, ethnicity, or national origin. This can include physical, visual, or verbal conduct that creates a hostile work environment or interferes with an individual's work performance. Examples of racial harassment can include derogatory comments, racial slurs, offensive jokes, physical intimidation, and other discriminatory behaviors. Racial harassment is a violation of federal and state laws, including Title VII of the Civil Rights Act of 1964, and can result in legal consequences for the perpetrator and the organization.

(Trigger Warning) Racial Harassment examples: (Activity 1)

Bailey working at factory cleaning, slave comments

Any examples you guys can think of that you have witnessed or personally experienced and how it made you feel?

Small groups and then come back as a whole (because of sensitive topic and hesitancy in sharing)

Racial Harassment definition/description:

Discussing racial harassment in the workplace is important because it is a serious issue that affects a significant number of employees in the workplace. Racial harassment can take many forms, including physical, visual, and verbal, and can lead to physical, emotional, and psychological harm.

For employees who experience racial harassment, it can create a hostile work environment and negatively impact their job performance and overall well-being. They may feel anxious, stressed, and even fearful of coming to work. Additionally, racial harassment can lead to a decrease in morale and productivity among all employees, which can ultimately impact the success of the organization.

Furthermore, not addressing racial harassment in the workplace can have legal consequences for the organization. Employers have a legal responsibility to provide a workplace free from discrimination and harassment, and failing to do so can result in lawsuits, fines, and damage to the organization's reputation.

Federal laws and statistics:

Title VII of the Civil Rights Act of 1964 which is a federal law that prohibits employment discrimination on the basis of race, color, sex, national origin, and religion. Under this Act, employers may not treat individuals less favorably in employment aspects (such as hiring, firing, pay, promotion, job training/assignment, benefits, and other work conditions) because of their perceived or actual race/color, as well as association with someone of a certain race.

Title VII also protects individuals from being harassed because of their race and color. Harassment in this context can take the form of humiliation, derogatory remarks, offensive drawings/illustrations, and unwelcome physical conduct.

A survey conducted by the Society for Human Resource Management (SHRM) found that 41% of employees reported experiencing harassment or discrimination based on their race, ethnicity, or national origin.

The same SHRM survey found that 58% of employees who experienced racial harassment or discrimination did not report it to their employer

Physical, Visual, Verbal Racial Harassment:

Racial harassment in the workplace can take many forms, including physical, visual, and verbal harassment. Here are some examples of each type:

Physical Racial Harassment:

- Unwanted touching or physical contact based on race, such as pinching, hitting, or slapping
- Offensive gestures or actions, such as making monkey or gang signs towards someone of a certain race
- Displaying racially offensive objects, such as a noose or Confederate flag in the workplace

Visual Racial Harassment:

- Displaying racially offensive posters, cartoons, or images in the workplace
- Dressing in clothing that is racially offensive, such as wearing a shirt with a racial slur on it
- Creating a hostile work environment by constantly staring or giving dirty looks to an employee because of their race

Verbal Racial Harassment:

- Using racial slurs when speaking to or about an employee of a certain race
- Making racially derogatory comments or jokes, or telling racist stories
- Threatening an employee based on their race, such as saying "Go back to your own country" to someone who is a citizen but not of the same ethnicity as the speaker.

Activity 2: Scenarios

Physical Racial Harassment:

- An employee of a certain race is pushed or shoved by a coworker who is using their race as a basis for their actions.

Visual Racial Harassment:

- A manager posts a "help wanted" sign that includes a requirement that candidates be of a certain race or ethnicity.
- An employee displays a caricature of an ethnic or racial group that includes offensive and stereotypical features on their computer monitor or workspace.
- A coworker intentionally selects racially offensive photos or videos for the workplace's digital signage.

Verbal Racial Harassment:

- A coworker makes derogatory comments about an employee's accent or language, which are associated with their racial or ethnic background.
- A supervisor tells a racially insensitive joke or story during a staff meeting or presentation.

- A coworker makes racial slurs towards another colleague during a heated argument or disagreement.

Which of these fall under each category: Physical, Visual or Verbal? Give time for responses

Prevention:

1. Educate yourself: Educate yourself about racial harassment, including what it is and how to recognize it. Learn about your company's policies and procedures on harassment, including what to do if you experience or witness racial harassment.
2. Be mindful of your behavior: Be mindful of your own behavior and how it may be perceived by others. Avoid using racial slurs, telling insensitive jokes, or making derogatory comments about others based on their race or ethnicity.
3. Speak up: If you witness racial harassment, speak up and let the harasser know that their behavior is unacceptable. If you don't feel comfortable confronting the harasser, report the incident to your supervisor or HR.
4. Support victims: If a colleague experiences racial harassment, offer your support and let them know that you believe them. Listen to their concerns and validate their experiences.
5. Build relationships: Building relationships with colleagues from different racial and ethnic backgrounds can help foster a culture of respect and inclusion. Take the time to get to know your colleagues and learn about their backgrounds and perspectives.
6. Be an ally: Being an ally means actively supporting and advocating for colleagues who experience racial harassment or discrimination. This can involve speaking up on their behalf, offering support, and standing up for their rights.
7. Hold yourself accountable: Hold yourself accountable for your actions and behavior in the workplace. Reflect on your own biases and work towards addressing them. If you make a mistake, own up to it and take steps to make things right.

Unconscious bias quiz (Racial Harassment) (Activity 3)

https://www.shrm.org/resourcesandtools/tools-and-samples/quiz/pages/quiz-unconscious-bias.aspx

Quizlet live (Activity 4)

(End)

Sexual Harassment Activity (15 Minutes): "So now that everyone knows the three different types of harassment, in my activity we will be specifically applying those to sexual harassment! As stated before, I know that many of these conversations can be touchy and uncomfortable. So please feel free to leave the room at any time! Let's first just start by defining what sexual harassment is! "Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature in the workplace or learning environment" according to the Equal Employment Opportunity Commission. But I think it's important to recognize that sexual harassment doesn't always have to be of a sexual nature, it can be sexual and offensive remarks about a person's sex which I think is extremely unknown by many people. Harasser's can be coworkers, supervisors, staff members, or even clients, customers, or patients. Sexual harassment in a work place is federally unlawful under Title 7 and the Civil Rights Act of 1964. Sexual harassment in a professional development area can create a hostile and offensive work environment and is ultimately illegal. So I have a little

activity for you all to kind of dive deeper into this! During my activity portion I have some scenarios printed out for you that we will go through as a group and decipher if it's considered sexual harassment (red) or not (green). We will then go through some helpful tips and suggestions to use if you are ever faced with sexual harassment in a work place. Does anyone have any questions? Okay then let's start with the first scenario. ***Ask if anyone wants to read it outloud. After they read the first scenario (refer to Appendix G)…*** Yes, this is indeed sexual harassment? Can anyone tell me what type? Yes, it is verbal. Verbal or written sexual harassment is probably the most prevalent in a work place. The biggest thing with verbal harassment is that it doesn't always have to be commenting or through a conversation. Now with technology verbal sexual harassment has become more prevalent by sending offense emails or pornographic emails. Especially in a workplace, this can become super problematic because all emails are filtered through the company. ***Read second scenario (refer to Appendix H).*** For starters, this is definitely visual harassment. Visual is probably the hardest form to identify but can be prevalent in a workplace without even being noticed. Some examples of visual sexual harassment include watching pornographic videos, displaying posters or pictures suggestion sexual language, drawing sexual images, wearing inappropriate clothing. ***Read third scenario (refer to Appendix I).*** This actually is not considered physical harassment. The principle is appropriate by giving her a handshake and touching her upper back as a way to "welcome her in". It would make a difference if the principal touched her lower towards her bottom, or if he continued to touch her. While unwanted touching may seem like the obvious answer when addressing physical sexual harassment, it doesn't always occur this way. Physical sexual harassment in a work place can occur in many different ways. It can include two coworkers making fun of an individual by sexual motions and hand gestures, making sexually suggestive gestures of facial expression, or frequently following a person or standing close to them in close proximity.

Now that we've talked about some different forms of sexual harassment, let's talk about some tips and suggestions to use if your ever in a work place where sexual harassment is occuring. First, set boundaries for yourself. In most cases, sometimes a coworker should be treated as just that… a coworker, not a friend or family. Like the second scenario we talked about. I'm not saying it's a bad thing to have pictures, but keep your belongings at home where it is private, not in a work environment. Stay as professional as possible. Next, if you see an instance where you or a coworker are being sexually assaulted, don't be a bystander! Report it to a boss or HR and do something about it. It is not okay to feel uncomfortable at your job, but most importantly, it is against the law. Lastly, record all cases of sexual assault including what happened, when, and for the number of instances. This piece is vital for getting justice!"

Gender Harassment Workshop (15 minutes):

Start with trigger warning and agenda of what we will do during this segment: Little information overview on gender harassment, then do some role play/act out scripts with a small discussion after each role play, then do a wrap up of everything we went through

- Information Overview (see Appendix B)
    - Add in verbally during "what does it look like": Typically mimics gender stereotypes. Really stress that it is anything that makes the situation or workplace uncomfortable or hostile on the basis of gender
    - Add in verbally during the "what to do if you experience this": Really stress that whatever happens to you, you need to document, and you need to keep email receipts and notes if you report it
- Role Play/Act Out
    - See Appendix C, Appendix D, and Appendix E
    - I will read out the context and anything that is between two *
    - Once I read out the context, I will have people volunteer to be the people in the script. I can read a part as well if need be.
    - I will print off scripts for the students to read off of. The scripts will not include the title, context, or discussion questions

    - After the script is acted out, I will go through the discussion questions. If not everything is answered correctly, I will supply that information for them.
    - After discussion, I will talk about other examples of each form of gender harassment
- Wrap up: After every script is acted out and discussion is had, I will wrap up by giving examples of gender harassment not covered today as well as an overview of what we learned. (see Appendix J)
- If I have extra time, I will give them time to reflect on a piece of paper or have a stretch break

Conclusion: "We sincerely thank everyone for being here today and participating in our workshop! We hope you all feel well equipped to be able to recognize harassment in a workplace, and be able to prevent it if it does happen. We invite you all to complete a post evaluation on how our workshop went, which will be sent out after this session! Thank you for your time!"

Reference List (in APA format)

5. How can I prevent harassment?. (n.d.). *U.S. Equal Employment Opportunity Commission.*

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https://www.equalrights.org/issue/economic-workplace-equality/discrimination-at-work/

Sex discrimination. (2023, January 20). *U.S. Department of Health and Human Services.*

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"Sexual Harassment." *U.S. Equal Employment Opportunity Commission* , US EEOC,

https://www.eeoc.gov/sexual-harassment#:~:text=It%20is%20unlawful%20to%20harass,harassment%20of%20a%20sexual%20nature.

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https://everfi.com/blog/workplace-training/watch-out-for-these-3-types-of-workplace-harassment/.

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Race/Color Discrimination. US EEOC. (n.d.). Retrieved April 3, 2023, from https://www.eeoc.gov/racecolor-discrimination

Appendices (as applicable)

Include ALL handouts, visuals, PowerPoints, etc. and organized as Appendix A, Appendix B, etc. (then reference specific appendices in your lesson overview)

Appendix A

WELCOME TO OUR
PROFESSIONAL DEVELOPMENT
WORKSHOP!

HARASSMENT AWARENESS & PREVENTION

Wednesday, April 4th
12:05 p.m. to 1:00 p.m.
Bring computers and writing utensils

SEE YOU THERE!

Appendix B

GENDER HARASSMENT WORKSHOP



History And Laws

Title VII of the 1964 Civil Rights Act prohibits sex discrimination in the work place. The 2020 revision now includes gender identity and sexuality under this protection.

What Does This Look Like?

This looks like any form of verbal, visual, or physical harassment that creates a hostile environment in the workplace.



Who Can This Affect?

Gender Harassment can affect a person of any gender identity as well as those who are pregnant. Harassment is seen most towards women and those who do not identify in the gender binary.



How To Prevent Gender Harassment

Attend harassment trainings, know harassment policies, take reports seriously, and identify who to report harassment to

What To Do If You Experience This

Review your employer's policies, write everything down, talk to a lawyer, and report to your HR, boss, or union in writing



Sources:

https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.htm
https://www.equalrights.org/issue/economic-workplace-equality/discrimination-at-work/
https://www.eeoc.gov/employers/small-business/5-how-can-i-prevent-harassment



Appendix C

Pregnancy physical harassment:
Context: Last week Jane announced to her coworkers that she is pregnant. Ever since then, her coworker Maggie has been near her at work. Before Jane announced her pregnancy, she barely saw Maggie. Here is an interaction between the two women:

Maggie: Hi Jane! I was just doing some reading online about where you are at in your stage of pregnancy, and I want to share with you all of these tips I found!

Jane: Oh, that's okay Maggie. I actually have been having chats with my doctor about tips and tricks, but thank you for offering. I need to get back to work.

Maggie: Actually, I read that it is good to exercise for the baby. We should go for a walk!
Maggie then tries to grab Jane's arm to take her on a walk

Jane: No, Maggie I really need to get back to work. I do exercise, just after work.
Jane then starts to feel nauseous and experiences morning sickness

Maggie: Oh no, let me help you!
Maggie then proceeds to hold back Jane's hair and then gives Jane a massage

Maggie: There you go, this will make you feel better!

Jane: Maggie, I really need to get back to work, and you should too.

Maggie: Okay darling, I will check up on you later!
Maggie walks away

What form of harassment is this? Physical
What can Jane do to keep this from happening during her whole pregnancy? She can sit down and chat with Maggie about how she needs to cool off a little, she can report to HR or her boss.
Is there anything Jane or Maggie could or should have done differently in this interaction?

Other forms of gender physical harassment are: being shoved, pushed, punched, slapped, or touched in an unwanted way because of your gender

Appendix D

Transgender visual harassment:
Context: Avery has been working for his company for 3 years and just came out as transgender. He thought that his workplace was pretty LGBTQ friendly, but his boss, Mark, has been showing signs of transphobia. This is a conversation between Avery and his friend Lisa:

Avery: Hey Lisa, can I rant to you real quick about something at work?

Lisa: Sure! I am here for you whenever you need.

Avery: Okay, I am pretty sure Mark at work is transphobic.

Lisa: Why do you say that? What is he doing?

Avery: Well, ever since I came out as transgender Mark has made some decoration changes in his office and his emails to me are worded strangely sometimes.

Lisa: What is happening exactly?

Avery: In his office, he has added an “All Lives Matter” sign, a “God said the way you were born is perfect” sign, and a “Don’t Trans Our Kids” sign. In his emails he also has said many times that he is not going to give me special treatment just because I wanted to be “unique.” I’m honestly really uncomfortable at work now and I don’t like going into his office and seeing those signs.

Lisa: Oh my goodness, that’s terrible to put up with.

What type of harassment is this? Visual
What could Avery do in this situation? Report to HR or different supervisor
How could Lisa support Avery in this situation?

Other forms of visual harassment: being shown inappropriate videos or photos without consent because someone thought you would like it just because of your gender

Appendix E
Male verbal harassment:
Context: Jack just started a job in a female dominated site. Ever since he joined, his female coworkers have been making unfriendly comments towards him because he is one of the only men who work there. Here is a conversation in the break room:

Jack: Hello, can I eat my lunch with you?

Betty: I guess we can tolerate some extra testosterone.

Jack: Okay thanks.

Caroline: So, Jack, are you able to keep up with all these hard working women here? I mean I know you’re a man, but we set some high standards here.

Jack: Yeah, I think that I’ll be okay. I’m a hard worker.

Betty: Just don’t think that you can charm your way up the ranks here.

Jack: I was not planning on charming my way up. I am content with where I am, but I also believe in the merit system, so you have nothing to worry about. I am just here to do my job.

Caroline: Well don’t be surprised if you’re going for promotion, and a woman gets it. She’d probably deserve it more than you anyways. Unlike you, she had to work her way through the rankings. Honestly, I am surprised you even got hired here since we value women more.

What type of harassment is this? Verbal
What can Jack do if this keeps happening every day?
How could Betty and Caroline change their behavior?

Other forms of verbal harassment: yelling and shouting at someone with gender slurs, repeatedly calling someone by their dead name, not using correct pronouns, stereotyping someone, and verbally discriminating someone or people of a certain gender identity

Appendix F

Unconscious bias quiz (Racial Harassment)
https://www.shrm.org/resourcesandtools/tools-and-samples/quiz/pages/quiz-unconscious-bias.aspx

Appendix G

You're 25 years old and you just landed a huge job at a law firm. After a couple of weeks of working there, you're really starting to get the hang of things. You see yourself staying there for a long time, you're happy here! After receiving your first paycheck, you decide to go out and buy a new suit dress to reward yourself. You decided to wear it the next day to work. It doesn't show too much cleavage and it's an appropriate length. It would be the perfect business professional outfit. As you walk into work, one of your coworkers, George, looks you up and down and says, "looking good today, sexy", and winks at you. Is this considered sexual harassment?

Appendix H

You've worked at a tool factory for 10 years. You like being on the assembly line, but you're ready for a change. You're older and being on your feet all day is getting to be difficult. You decide to ask your boss if there is a manager position available for you to apply for. You go to her office. When you knock on the door, your boss invites you to come inside, but you notice something extremely off. On the walls of her office, she has naked pictures of people on her walls. You are taken back and feeling a little uncomfortable in her office. You think it's offensive and decide that you should probably tell someone. But who can you go to? She is your boss after all, and you don't want to get fired. What should you do?

Appendix I

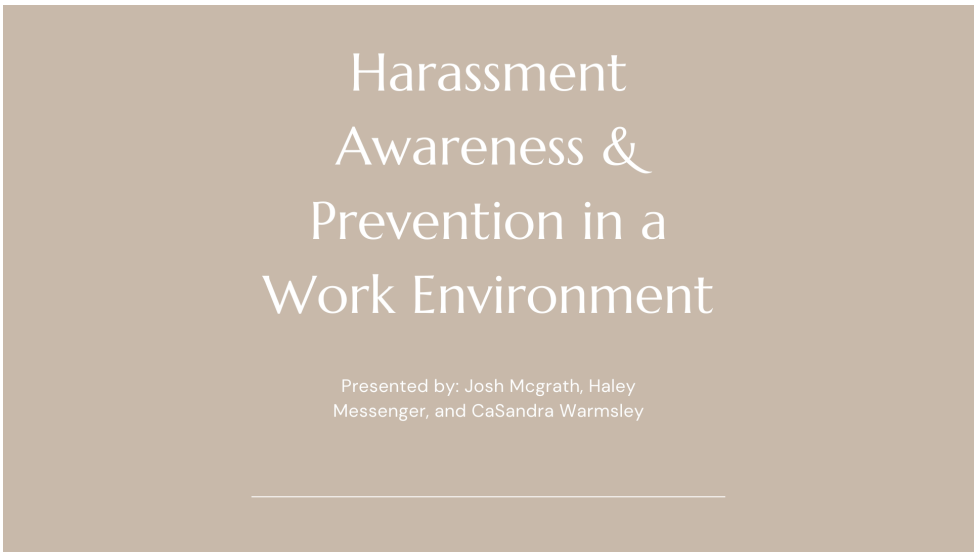
You have an interview for a new job at a school as a 5th grade teacher. You're super excited, yet anxious for your interview. As you enter the school office, all of the secretaries greet you with a smile. You feel very welcomed! One of the ladies takes you to the principal's office where you will have your interview with him and the school district's superintendent. As the secretary lady knocks on the door of this office, the principal comes out to greet you. He gives you a firm handshake with a smile. He gestures to you to have a seat in a chair in front of his desk, as he motions you to come in with his hand on your upper back. Is this sexual harassment?

Appendix J

Other examples of harassment not covered under visual, verbal, and physical harassment are: not being hired, being paid less or given a lower paying position, being held to different standards, or being denied promotion or pay raise on the basis of gender as well as not being hired, given promotion or pay raise, or being fired because you are pregnant

Gentle reminders: If you experience this, you are not alone or without rights- document every single time you encounter harassment in the workplace. Make sure if you report it to HR, your boss, or your union to keep your email receipts or notes taken in the meeting. Know that you can bring in legal action if your situation becomes severe.
If you do report harassment, compensation can be seen in monetary values due to lost wages, punishment in the form of suspension or dismissal of the harasser
Prevention: Clearly establish and enforce policies that protect employees from harassment, attend harassment trainings, is someone reports harassment to you, take it seriously- do an investigation, make sure you know who to report harassment to- this will prevent future harassment, and educate yourself and coworkers on how to treat everyone respectfully

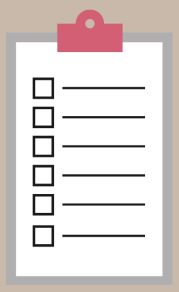
Appendix K





Agenda

- Define the three types of harassment
- Group Time!
- Wrap Up



What are types of Harassment?

Verbal

Verbal harassment refers to any unwelcome comments, jokes, insults, or derogatory statements directed at an individual, which can cause emotional or psychological harm, humiliation, or embarrassment.

Physical

Physical harassment refers to any unwelcome physical conduct, such as hitting, pushing, grabbing, or any other form of physical contact that can cause harm, discomfort, or injury to an individual.

Visual

Visual harassment refers to any unwelcome visual displays, such as obscene gestures, leering, or the display of offensive images or material, that can cause emotional or psychological harm, humiliation, or embarrassment.



Thank You!