

**J.A. Consultants & Training Solutions**  
***“Workplace Harassment: Educate to Elevate Awareness”***

Professional Development Training

**1-hour Courses | 2-hour Courses | 3-hour Courses**

***BEWARE: How These 21 Employment Practices are Discriminatory.*** (Management/Human Resources).

This training reviews a comprehensive list of discriminatory practices that you may not know were unlawful. Also, it will address how to prevent discriminatory practices from occurring. This development training is intended to challenge leadership personnel such as human resources professionals and managers.

***Workplace Harassment: Defining Responsibilities, Examining Liabilities, and Avoiding Million Dollars in Damages.*** (Management/Human Resources).

This training defines the responsibilities of business owners and managers regarding workplace harassment. There will be a thorough discussion about the consequences of failing to address and/or prevent workplace harassment properly. Also, there will be a discussion about the million-dollar punishments for workplace harassment occurrences.

***Fast Facts About Avoiding Discrimination in the Hiring Process.*** (Management/Human Resources).

This training will identify unlawful discriminatory practices. It will also identify techniques and strategies for lawful employment recruiting. This development training is intended to engage leadership personnel such as human resources professionals and managers.

***Let's Cut Right to the Chase! Proactive Leadership/Management is the BEST Workplace Harassment Prevention and Intervention Strategy*** (Management/Human Resources).

This training strategizes about why 40% to 60% of employees experience harassment in their places of employment, in addition to emphasizing prevention and intervention techniques.

***Workplace Harassment: What You Don't Know Can Cost You*** (All Employees)

This course examines a brief introduction to what workplace harassment is, which includes sexual harassment, discrimination, and retaliation. The course will identify specific verbal, non-verbal, and physical harassing behaviors, the consequences, and more. Also, this course will intensively discuss practical prevention measures.

***I Know, But Do YOU Know What Really Causes Workplace Harassment?*** (All Employees)

This course identifies the primary causes of workplace harassment and why they are the foundation of such inappropriate behaviors.



JAIS is recognized by SHRM to offer Professional Development Credits (PDCs) or SHRM-CP® or SHRM-SCP®.

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***The Nightmares of Workplace Harassment and Why it Costs Employers Millions (All Employees)***

This course examines the primary causes of workplace harassment, related lawsuits, and court settlements.

***Who is Protected Under EEOC Regulations? (All Employees)***

It lists and defines all protected classes according to Title VII of The Civil Rights Act of 1964, which the Equal Employment Opportunity Commission (EEOC) enforces.

***Unintentional Ways People Create Hostile Working Environments (All Employees)***

It discusses unintentional ways people create hostile working environments without knowing they are.

***16 Ways to Contribute to a Positive Working Environment in 60 Minutes (All Employees)***

This course reveals various methods that can be used to create positive working environments and how to contribute to them as an employee and manager.

***The Practical Guide to Reporting Workplace Harassment (All Employees)***

This course discusses how to report workplace harassment and manage realistic expectations of the employees and the employer.

***Just Because Workplace Harassment is NOT reported, it Does Not Mean That it Does NOT Exist! (All Employees)***

This course analyzes the staggering statistic that 70% to 90% of employees do not report workplace harassment occurrences and why.

***The Ins and Outs of the Workplace Harassment Investigation Process (All Employees)***

This course identifies the common steps of a workplace harassment investigation, from receiving a complaint to the conclusion of an investigation.

***Workplace Violence: 2 million Victims Each Year and Counting (All Employees)***

This course explores workplace violence, its causes, and its deadly consequences.

***The Consequences of Workplace Harassment and Why No One Wins (All Employees)***

This course examines why workplace harassment exists and provides an in-depth look into its consequences related to Equal Employment Opportunity (EEOC) lawsuits.



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***What you Need to Know About Diversity and Inclusion in the 21<sup>st</sup> Century (All Employees)***

This course discusses diversity and inclusion in the workplace and various ways to incorporate a productive and safe working environment.

***Consensual Relationships in the Workplace: Seeing Hearts or Feeling Heartaches (All Employees)***

This course reviews the pros and cons of engaging in a consensual dating relationship in the workplace while examining fraternization policies.

***Workplace Harassment: www dot cyberbullying dot com (All Employees)***

This course examines workplace harassment related to cyberbullying, e-harassment, and social media.

*[see next page]*



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# J.A. Consultants & Training Solutions

## *“Workplace Harassment: Educate to Elevate Awareness”*

Professional Development Training

4-hour Courses | 8-hour Courses | Up to 5-day Courses

### *Workplace Harassment: What You Don't Know WILL Cost You. (Management/Human Resources).*

This course is designed specifically for leadership professionals. It provides a comprehensive analysis of what workplace harassment is, which includes sexual harassment, discrimination, and retaliation. The course will identify specific behaviors/acts, intensively identify prevention measures, thoroughly discuss the manager's responsibilities, address prohibited employment practices, review consequences, and much more. This course will provide management personnel with the adequate tools to (1) deter workplace harassment within their organization and (2) resolve workplace harassment issues in a professional, fair, and neutral manner.

### *Workplace Harassment: What You Don't Know Can Cost You. (All Employees)*

This is a comprehensive examination of what workplace harassment is, which includes sexual harassment, discrimination, and retaliation. The course will identify specific verbal, non-verbal, and physical harassing behaviors and consequences. Also, this course will intensively discuss practical deterrence methods and how all employees can contribute to a safer working environment.

## Advanced Certification Courses

### *Professional Workplace Harassment Investigations. (2-day Course).*

This training will provide a comprehensive look into what workplace harassment is, including a hostile working environment, sexual harassment, retaliation, and/or discrimination. Such acts are dangerous and illegal and must be investigated by the employer. The training will also identify the legal and ethical steps of a workplace harassment investigation, from receiving a complaint to the conclusion of an investigation.

### *EEO Investigator Certification. (5-day course). \*Coming Soon \**

An EEO Investigator Certification is a 40-hour certification course. This specialized training will set human resources professionals and other management/leadership professionals above the rest. This course is highly recommended for individuals who conduct workplace harassment investigations for their organization. Note: Certified EEO investigators must obtain at least 8 hours of continuing investigator training per year. Continuing education training can include EEO relations (sexual harassment, discrimination, retaliation, diversity, and inclusion), interviewing, report writing, effective speaking, human resources relations, etc.



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