

Confronting Sexual & Power Harassment: Tools & Strategies to Create a Harassment-Free Workplace

Course Duration: 2-day; Instructor-led

Time Schedule: 9am-5pm

Lunch: 1:00pm- 2:00pm

Morning Tea-break: 10:30am-10:45am

Afternoon Tea-break: 3:30pm -3:45pm

INTRODUCTION

In Malaysia, current statistics in 2019 reveal that 1 in 3 women and 1 in 6 men have been sexually harassed in their lifetime. While many organizations are facing the problems of having 4 very distinct generations at the workplace; some even with 5; causes an astray of set of beliefs and values which is very different with the other. As a result, conflicts and different sexual preconceptions arise at the workplace. It relates to the unsolicited verbal and non-verbal advances such as grouping, touching, kisses and even phone or email messages. Harassment and abusive conduct cost employers billions of dollars each year in lawsuits, employee turnover and lost productivity.

PROGRAM RATIONALE

When sexual harassment is not mitigated, it results in trauma, absenteeism, disengagement at work, and resignation. It's also a criminal offense and, when not addressed properly, there is a possibility that it could lead to lawsuits. This may affect the performance of employees involved or their at-work friends, which can be detrimental to the business operations. That is why organizations must take initiative to lead a healthy conversation about sexual harassment to affirm the employees that it is okay for them to engage in a conversation. If employees are not encouraged to be more open to this type of discussion, they won't know the proper actions or the proper avenue to voice their concerns.

PROGRAM VALUE PROPOSITION

This program is not theoretical, it is designed to be fully practical hands on, and results oriented. Participants will be well guided during the workshop to ensure internalisation of the new knowledge and techniques. The modules have been designed to teach ways in handling and resolving sexual harassment via Psychological, Behavioural, Technological, and even Self Defense!

MEDIUM OF DELIVERY

English and Bahasa Malaysia (Preference according to the Client)

WORKSHOP OBJECTIVES

This program aims to:

- Create awareness of the organization's Anti-Harassment Policy
- Expose various types of sexual harassment
- Assist participants in handling sexual harassment through legitimate and self-defence techniques
- Reduce the risk of harassment claims
- Motivate participants to recognize, report and prevent misconduct
- Help create a respectful, inclusive workplace culture

ASSESSMENT

- I. A Pre- and Post-Training Test will be provided before the workshop commences and at the end of the workshop
- II. MCQ questions via an online platform will be specifically designed to evaluate the participants' realization of the workshop
- III. This is also to gauge the participant's level of competency upon workshop completion

LEARNING OUTCOME

After completing this program, participants should be able to:

- Become aware, understand, and adopt the company's Anti-Harassment Policy
- Identify sexual harassment behaviour and take steps to prevent it
- Create sexual harassment awareness in the workforce
- Deal with complaints of sexual harassment
- Protect themselves with simple defense skills when deemed necessary

TARGETED PARTICIPANTS

First-line management, middle management, senior management, and anyone that has the potential to encounter sexual harassment either in the workplace or during their daily life

WORKSHOP REQUIREMENTS

Come dressed comfortably (preferably in sportswear) for the Self Defence slot

METHODOLOGY

As the focus is on skills training, the approach of the program is a practical one, i.e. "Learning by Doing". This is a highly participative and interactive program using a variety of training techniques. Participants will have opportunities to practice with work related training material.

The approaches used would include:

- Short Theories to reinforce the basics
- Liberal use of discussions to enhance understanding and confidence
- Individual and group exercises that are workplace oriented

- Video presentations
- Extensive use of training activities including exercises, quizzes, role-plays, and games that stimulate learning and participation

The method of training and facilitation will be participants paced, participative and skills oriented. In addition to short Theories and discussions there will be individual and syndicate group exercises benefiting particularly from the cross exchange of personal experience and group dynamics.

Course Contents

Day 1

CONTENTS / SUB-CONTENTS	METHODOLOGIES	DURATION
Pre-Assessment • 10 minutes Test • Discussion on Pre-Test	Online Assessment via Google Form	¼ hour
Module 1: Workplace Harassment • Programme Introduction • Icebreaker Elements of Sexual Harassment • Types of Harassment • Types of Predators • Sexual Assault vs Sexual Harassment	• <i>Theory</i> • <i>Self-Introduction</i> • <i>Activities</i> • <i>Case studies</i> • <i>Video</i> • <i>Role plays</i>	1-hour Theory 1-hour practical
Morning Tea Break		¼ hour
Module 2: Psychosocial Elements Psychological Attack • Mental state • PTSD Emotional Intelligence • Emotional control • Emotional Diary Behavioural • What is my right? – <i>Anti-Harassment Policy</i>	• <i>Theory</i> • <i>Case studies analysis</i> • <i>Mock presentations</i>	1-hour Theory 1-hour practical
Lunch & Solat Zohor		1 ¼ hours
Module 3: Technology Facilitated Sexual Violence Anti-Harassment Policy • Definition • Target victims & grooming by Predator • Cyber law	• <i>Theory</i> • <i>Anti-Harassment Policies</i> • <i>Discussion on legal case studies</i>	1-hour Theory
Evening Tea Break		¼ hour

CONTENTS / SUB-CONTENTS	METHODOLOGIES	DURATION
Module 4: Defence against Workplace Violence Self Defence Tips • What's the need? • Defend vs. Attack • Beneficial tactics • Tips & preventive measures	• Theory • Role play • Self-defence practice	1-hour practical
End of Day 1		8-8 ½ hours

Day 2

CONTENTS / SUB-CONTENTS	METHODOLOGIES	DURATION
Module 5: Workplace Harassment in the Organisation • Prohibited conduct • Disciplinary Action • Response to Concern and Filed Complaints	• Theory • Video analysis • Group Discussions & Presentations	1 hour Theory 1-hour practical
Morning Tea Break		¼ hour
Module 6: Victim's Psychological Support Stress & Trauma Management • Cognitive • Behavioural • Physical • Emotional	• Theory • Visualisation therapy: Circle of Excellence • ABCDE model	1 hour Theory 1-hour practical
Lunch & solat zohor		1 ¼ hours
Module 7: Malaysian Laws & Polices Legal systems at the Workplace • Anti-Sexual Harassment Act 2022 • Employment Act 1955 • Industrial Relation Act 1967 • Code of Practice on the Prevention and Eradication in the Workplace • Public Service Department Circulars 2018 • The Communications & Multimedia Act 1998	• Theory • Organisation's Anti-Harassment Policies • Group discussions	1 hour Theory
Evening Tea Break		¼ hour

CONTENTS / SUB-CONTENTS	METHODOLOGIES	DURATION
Module 8: Raising Awareness of Workplace Harassment - Strategic planning – Short & Long term - Tools & platforms - Preventive methods	<i>Campaign design</i> <i>CSS model</i>	1-hour practical
Post-Assessment 10 minutes Written Test - Discussion on Post Test - Evaluation Form - Group photo	Online Assessment via Google Form	¼ hour
End of Workshop		8-8 ½ hours