

PROFESSIONAL ORGANIZATION CERTIFICATE SERIES

# Sexual Harassment in the Workplace: Prevention and Investigation

## Management Development Center

DePaul University

1 E. Jackson Blvd. Suite 7000

Chicago, IL 60604

Voice: (312) 362-6780

Fax: (312) 362-5893

[mdc@wppost.depaul.edu](mailto:mdc@wppost.depaul.edu)

<http://www.depaul.edu/~mdc>

## Sexual Harassment in the Workplace: Prevention and Investigation

### Who Should Attend?

Human Resources and other management professionals who deal with sexual harassment issues such as developing and implementing policy and complaint procedures, evaluating potential cases, handling investigations, advising management or responding to agency claims should attend this program.

### Why Sexual Harassment Prevention Training?

Anyone who manages a staff must know how to handle these sensitive issues. The potential costs of a sexual harassment complaint extend far beyond the legal expenses to include the loss of management's time in preparing for the case and loss of productivity because of the disruption in the workplace and low morale.

### The Goals

- ◆ Update your knowledge of sexual harassment through a review of the basics and an analysis of recent legal cases.
- ◆ Understand management's role in preventing sexual harassment in the workplace.
- ◆ Learn valuable prevention techniques.
- ◆ Develop investigative skills.

### The Topics

During this two-day program, you will explore the following topics relevant to sexual harassment in the workplace in three modules, including:

- ◆ **Module 1 – An overview of sexual harassment.** Learn both the legal and practical meaning of sexual harassment. Discuss the Supreme Court's holdings in *Oncale*, *Lago Vista*, *Faragher* and *Ellerth* and the impact these key rulings have on business and its policies.
- ◆ **Module 2 – Managing sexual harassment issues in the workplace.** The elements of an effective prevention policy and complaint procedure. Threshold issues in responding to a sexual harassment complaint.
- ◆ **Module 3 – How to properly investigate a complaint of sexual harassment.** Learn critical legal and practical issues in workplace investigations. Alternative Dispute Resolution as a mechanism to resolve a sexual harassment lawsuit. What is prompt and appropriate corrective action?

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### Outcomes

- ♦ Network with other professionals who handle the same tough issues you face.
- ♦ Learn, organize and incorporate new developments in this critical and changing area.
- ♦ Develop management skills and incorporate innovative concepts into your business practices.
- ♦ Comprehend the role you play in effectively preventing sexual harassment in the workplace.

### Program Dates

#### Location/Times

**Spring 2002**

*Not offered this term.*

#### Campus Locations

*Loop Campus*

The DePaul Center

1 East Jackson Boulevard

Chicago, IL 60604-2287

### Faculty

DePaul University's Management Development Center features professors from DePaul's Department of Management, who teach in conjunction with top business professionals from the Chicagoland area.

### Faculty Expertise

#### **Jane E. Shaffer, Attorney at Law**

Using the legal and practical insight obtained through twelve years experience as a labor attorney and eight years in Human Resources management, Ms. Shaffer helps clients develop effective programs to avoid employment litigation and disputes. Some of the prevention oriented services she has provided include auditing personnel policies and practices, conducting supervisory training, diversity training, drafting effective employee communications and manuals, drafting affirmative action plans, investigating sexual harassment complaints, reviewing sensitive discharges and preparing severance agreements. In this certificate program, she will share her experiences and insight to better prepare attendees and their firms in preventing sexual harassment incidents and instruct them on how to properly handle a sexual harassment investigation.

## **Sexual Harassment in the Workplace: Prevention and Investigation**

### **The Cost**

The entire program must be paid for prior to the program start date, at a cost of \$1,800.

Materials are included. Tuition deferment options are no longer available.

Refunds will be granted on a pro-rated basis determined according to the MDC student handbook, less an administrative fee of \$150.