

Sexual Harassment Training with Human Resources (Level One: Compliance with the Ethics and Philosophy of the Tutor Program/ Sexual Harassment/ Plagiarism)

- **Summary:** This is a mandatory training for all JJC staff, faculty, and student workers.
- **When Covered:** This topic will be covered as available through Human Resources; each tutor is expected to participate in this training at least once during their tenure in the Academic Skills Center Tutor Program
- **Amount of Time:** 90 minutes
- **Desired Outcomes:**
 - To have an introduction to the issues of Sexual Harassment
 - To understand the legal definition of Sexual Harassment according to the EEOC's guidelines
 - To be aware of JJC's commitment to preventing Sexual Harassment
 - To understand your role as an employee in maintaining a harassment free workplace
- **Materials Required:**
 - *Sexual Harassment* PowerPoint presentation provided by Human Resources
 - Topic matter covered includes:
 - Definition of Sexual Harassment
 - EEOC Guidelines
 - Supreme Court Rulings
 - Two types of Sexual Harassment
 - Quid Pro Quo
 - Hostile Environment
 - Responsibility of Employer/Manager/Employee
 - Company's Policy and Procedures
 - In-group vs. Out-group
 - Confusions and Misunderstandings
 - Acting out Stereotypes
 - Power and Control
 - *Sexual Harassment Training* Quiz provided by Human Resources
 - *Sexual Harassment Training* Evaluation Form provided by Human Resources
- **Citations:**
 - Joliet Junior College Human Resources Staff
- **Presenter Preparation Required:**
 - This presentation is completed handled entirely by Joliet Junior college Human Resources Staff.
- **Activities:** All participants must contribute to discussion, complete pre-presentation quiz, post-presentation quiz, and evaluation form.
- **Training Modes Used:**
 - Assessment with Quiz
 - Face-to-face discussion

- Workshop Instruction: Presentation Led by JJC Human Resources Staff Member