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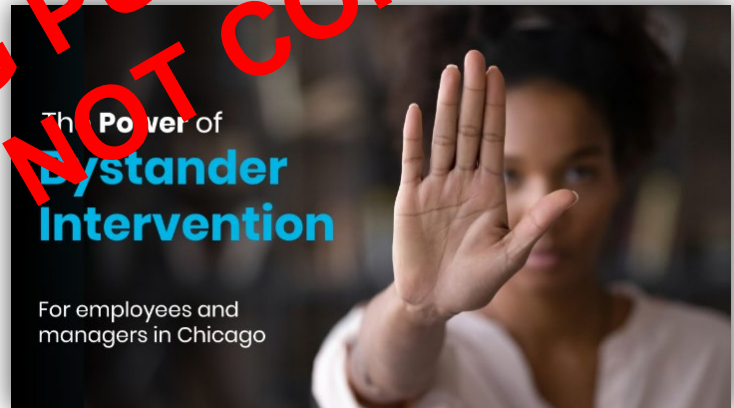
Sexual Harassment Training Solution for Chicago



Once and For All, Illinois

Once and For All, Chicago Supplement

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The Power of Bystander Intervention

LAUNCH GUIDE

For sexual harassment prevention in Chicago. Designed to help you smoothly and efficiently roll out this training in your organization.





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Talking Points

Here are some talking points to create learner buy-in, connect your teams with the learning objectives, and emphasize your commitment to a culture of respect.

Why do we need this training?

For starters, the City of Chicago mandates it. But beyond that, the training creates a common language and a foundation on which companies can build a respectful workplace. It empowers employees to speak up and choose to be an upstander when they witness inappropriate conduct in the workplace – instead of a bystander who does nothing. And it educates employees on how to ensure their own behaviors are professional and respectful.

Are you saying our workplace isn't a respectful one?

No. But where there are people, there is a potential for tensions and misunderstandings. And every organization can benefit from continued awareness of what a respectful workplace looks like. Understanding what constitutes sexual harassment and encouraging employees to speak up and stop inappropriate conduct before it becomes illegal benefits everyone.

What courses do I have to go through?

To meet Chicago's training requirements, schedule your employees for:

- *Once and For All: Stopping Sexual Harassment at Work, Illinois* – employee version (45 minutes)
- *Once and For All: Chicago* supplement for employees (30 minutes)
- *The Power of Bystander Intervention* (1 hour)

To meet Chicago's training requirements, schedule your managers for:

- *Once and For All: Stopping Sexual Harassment at Work, Illinois* – manager version (1 hour)
- *Once and For All: Chicago* supplement for managers (1 hour)
- *The Power of Bystander Intervention* (1 hour)



Once and For All: Stopping Sexual Harassment at Work

Course Orientation

The video examples, which use realistic workplace vignettes and relatable characters, and the supporting eLearning content provide a meaningful context and foundation for your sexual harassment prevention efforts. The course is designed to help learners recognize what sexual harassment and inappropriate conduct look like in the workplace while encouraging them to build upstander behaviors and affect change.

To meet the requirements of the Chicago mandate, employees and managers need to go through two courses: **Once and For All: Stopping Sexual Harassment at Work, Illinois** and **Once and For All: Stopping Sexual Harassment at Work, Chicago**.

Once and For All, Illinois is 45 minutes for employees and 1 hour for managers. It covers all aspects of sexual harassment and inappropriate workplace conduct. Specifically, it addresses:

- Quid pro quo, hostile work environment, third party, and hostile work environment when employees are not the target
- A respectful work environment
 - Filtering your words and actions.
 - “No” means no the first time.
- Being an upstander
- Retaliation and limited confidentiality
- Employee recourse and remedies in Illinois

- Handling a complaint (managers)

Once and For All, Chicago is a 15-minute supplemental course for employees and a 1-hour supplemental course for managers. It provides the required Chicago-specific content.



Follow-up Strategies

- To reinforce your commitment to creating a safe and respectful workplace culture, consider sending follow-up emails or other forms of communication to your employees. These messages can remind them of the objectives of the training and encourage them to apply the skills and behaviors they learned.
- To help reinforce the learning and help ensure that the CARE upstander strategies are applied in the workplace, consider scheduling follow-up discussions, lunch and learns, or other short but meaningful events. These events can provide an opportunity to review the material covered in the training and discuss any questions or concerns. They can also serve as a reminder of the importance of taking action to prevent and address inappropriate conduct in the workplace. Consider integrating the following Conversation Starters into your follow-up events.

Conversation Starters

Use team meetings to continue the conversation. Consider using the following Conversation starters. Send them in an email or other communication platform ahead of time so employees can consider their responses.

Have you ever been in an uncomfortable situation and a bystander intervened to help you?

Use this question to help employees explore the positive side of speaking up.

When in your personal or professional life have you observed inappropriate conduct? What did you do?

Ask employees to change names or describe the observed behavior without names.

Create a safe space for discussion and encourage participation by explaining that all conversations are confidential and not to be shared outside the room.

As the leader, go first. Offer an example to open the discussion. Remind them that the examples could be from any point in their career or personal life.



Communication Timeline

To help learners understand the purpose of the training and your company's commitment to it, we recommend a communication plan that begins a month before your training launch. We have provided sample emails for each course that you can customize according to your company's leadership message. Alternatively, the text can be used on other communication platforms, instant messaging, internal social media, company intranet, etc.

Your communications should reflect your company's ongoing commitment to building and maintaining a culture of respect and an environment in which all employees feel valued.

The following timeline offers a 4-week email communication plan to create learner buy-in, reinforce your company commitment, and prepare employees for learning. Although the recommended communication timeline is one message per week, customize the messages and the timeline to best fit the needs for your organization.

4-week email Communication Plan

- Week 1: Announce the Training
- Week 2: Why Chicago-Specific Training?
- Week 3: Once and for All
- Week 4: The Power of Bystander Intervention

See sample emails in the next section.

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