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**2018 TOTAL
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Best Practices in Respectful Workplace Training

Presented by:

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Meet Your Presenter: Amy Polefrone

- President/CEO of HR Strategy Group
- 28 Years of HR, Training, & OD Experience
- Frequently quoted expert on harassment in the workplace

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The State of Harassment Training

The Landscape of Harassment has changed more in the past 6 months than we have seen it in the past 25 years.



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From “Sexual Harassment Training” to “Respectful Workplace Training”

- Business case behind the shift
- Reframing the conversation
- What is a “Respectful Workplace” Program?
- New Paradigm is Needed!



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Components of “Respectful Workplace Training”

- Alignment with company culture
- Involvement of C-Suite
- Customization of Program
- Integration with other training programs
- Inter-Disciplinary Approach
- Incorporation of Bystander Actions
- Interaction of participants
- Keep it fresh



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Alignment With Company Culture

- What kind of organization are we?
- How does harassment pull us off course?
- Training employees to value workplace respect from day one



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C-Suite Involvement

- C-Suite needs to be involved
- C-Suite must participate
- C-Suite sets the tone of commitment

Customized Training

Internal vs. External Training

- In-house training
- Outsourced training
- Mix of both

Separating or Integrating Sexual Harassment Training

- Separate Sexual Harassment Training
- Integrated Sexual Harassment Training

Identify particular risks and vulnerabilities in your organization. Then, customize the training.

Integration with other training programs

- Embed Respectful Workplace Principles and Practices into:
 - New Hire Orientation
 - Employee Onboarding
 - Performance Management
 - Supervisory Training
 - Leadership Development
 - Sales Training
 - Diversity & Inclusion Training
 - HR Train-the-Trainer

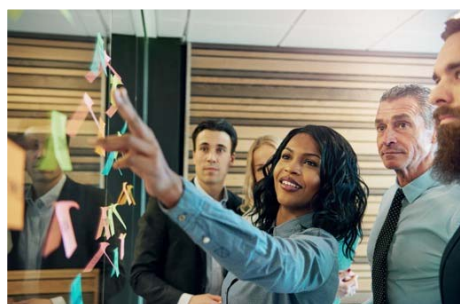


This has to walk, talk, and feel like your company!

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Inter-disciplinary Approach

- Imperative for Cross-Company Collaboration
 - HR
 - General Counsel
 - Business Unit
 - Finance
- Variety of Training Modalities:
 - Live training
 - Small group sessions
 - Group exercises
 - Case studies
 - Webinars
 - Policies
 - Ethics Hotline
 - More!



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Bystander Emphasis

- Create Shared Responsibility
- Establish Safe Ways to Report & Intervene
- Management: Eyes & Ears of the Company
- Calling Out High Performers
 - High Cost of Tolerating Performance
- Incorporate Variety of Training Modalities:
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Keep It Fresh

- Ditch compliance training
- Make it fun, interactive, and creative
- Get people talking
- Use case studies and real world examples
- Show the continuum of violations (from minor to severe)
- Perform regular follow-up
 - Tailor program to reflect current climate and issues facing the company

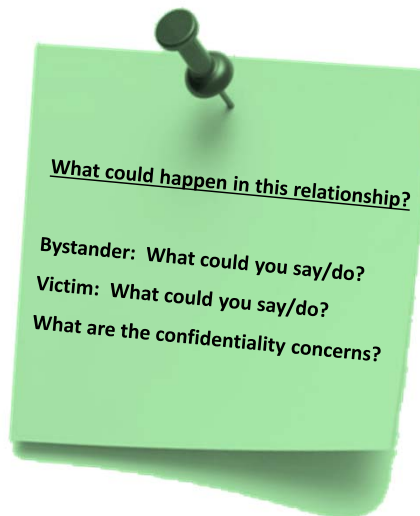


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Go Interactive!

Group Exercise - Discuss these scenarios:

- Employee & Board Member
- Employee & Retail Customer
- Employee & Phone Customer
- Employee & Co-Worker
- Employee & Supervisor
- Employee & Director
- Employee & Sr. Executive
- Employee & Vendor



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QUESTIONS?

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