

Juliene Hefter, Safety First Aquatics LLC

**PROGRAM TITLE:** Sexual Harassment – What is it? How do you Handle it.

**DESCRIPTION:** Sexual harassment can happen in any organization or place. If one of your staff members is being sexually harassed, how would you handle the situation. Show up for this session to see what constitutes sexual harassment and how to develop a sexual harassment policy for your agency. This will also give you an opportunity to set up a training session for your part-time younger staff so that they are aware of how to handle these situations when they arise.

**LEARNING OUTCOMES – Participants Will:**

1. Learn what constitutes sexual harassment and how to recognize it
2. Understand their employee rights as well as their duty as an employer
3. Be able to develop a program for their own staff to educate them on what sexual harassment is and how to handle the situation if it happens to them at work or in any other situation

Length:            1 ¼ hours – Maximum of two (2) speakers per session  
                          3 hours (CEUs) – Maximum of three (3) speakers per session

Pool Use:         Yes                        No

**Principal Speakers (please provide complete information.):**

*This person must be informed and willing to accept the responsibility of putting on the session.*

Name:           Juliene R. Hefter, CPRP