

Session 11: Sexual Harassment and Conflict Management Facilitator Guide

SESSION GOALS

Participants will bring draft resumes or descriptions of work histories and skills to be the start of their work in this session. This requirement will be described in the introduction session with reminders in subsequent sessions to bring this information for the resume writing session.

The learning objectives for the session include:

1. Identify content to include for work experience and skills
2. Locate sources of information for content of resumes
3. Understand the difference between types of resumes
4. Select the best type for a given set of work experiences
5. Prepare and print a resume

PREPARATION

Review the contents of the lesson to understand the content and the timing. Study the content to develop questions for discussion and add anecdotes and examples to illustrate the content being presented. Look over the handouts to refer to them when needed during the presentation. Tell learners to keep these materials handy and review them when they are working as reminders of their rights and responsibilities.

Consider having a speaker/facilitator who is knowledgeable in the legal aspects of Sexual Harassment. Be certain to let all participants know that you are not able to offer legal advice — only an attorney can.

Print, prepare and gather all materials in the Materials section.

MATERIALS

Sign-in sheet (need to create) and Pens
Participant Guide including all items with an * below
Sexual Harassment and Conflict Management PowerPoint
*Thumbnails of Sexual Harassment and Conflict Management PowerPoint**
*WISE Pathways Action Plan for Session 8**
*WISE Pathways Participant Evaluation for Session 8**
Sexual Harassment in the Workplace handout*
Conflict Resolution handout*

SCHEDULE

Before Class	Sign-In, Mingling, Materials Make sure everyone signs in and receives a Participant Guide. The Facilitator should personally greet everyone who enters the room, creating an atmosphere of excitement, energy, and interest.
15 minutes	Introduction Recap what was learned in the previous Resume Writing session. Ask participants if anyone would like to share an aspect of their action plan. State learning objectives for this session.
70 minutes	Sexual Harassment Portion of PowerPoint Presentation View the Sexual Harassment portion of the PowerPoint presentation adding examples and discussion questions that fit the audience to facilitate learning. Read and utilize the <i>Sexual Harassment handout</i> in the discussion. <i>Please Note: The statistics in this presentation are from 2015 and need to be updated. Also, there are many new laws in effect whose implications in the workplace need to be added to this presentation as well.</i>
15 minutes	Break

70 minutes	<p>Conflict Management Portion of PowerPoint Presentation</p> <p>View the Sexual Harassment portion of the PowerPoint presentation adding examples and discussion questions that fit the audience to facilitate learning. Read and utilize the <i>Conflict Management</i> <i>handout</i> in the discussion.</p>
10 minutes	<p>Wrap-Up, Action Plan and Evaluation</p> <p>Answer any questions the participants may have then have the participants fill out the Action Plan and the Evaluation for this session.</p>

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