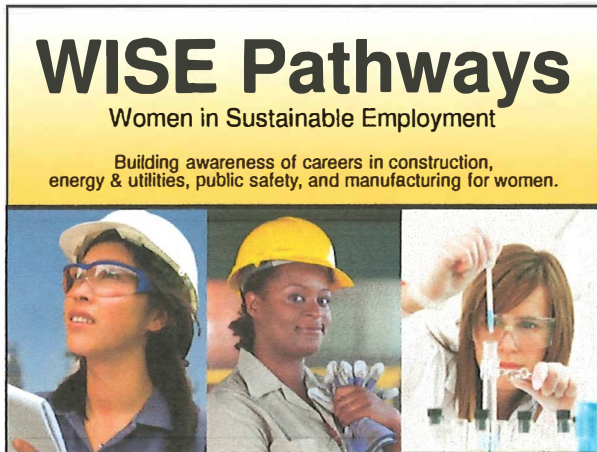
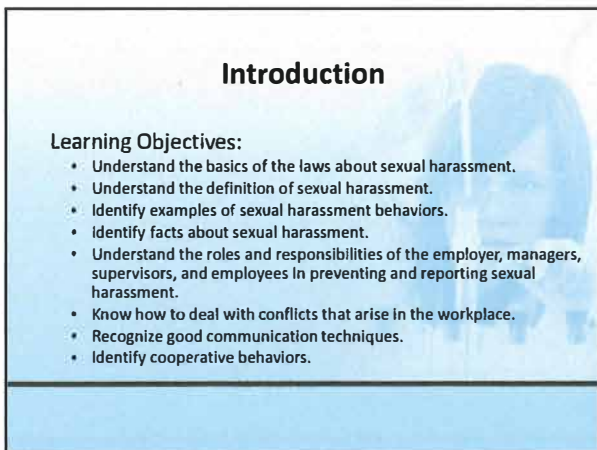
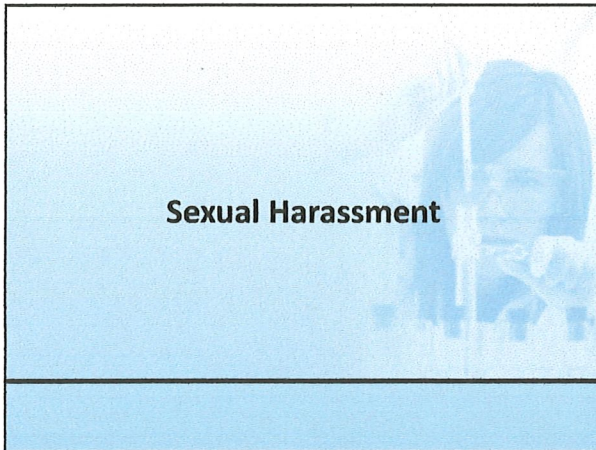


Session 11-- Presentation Thumbnails

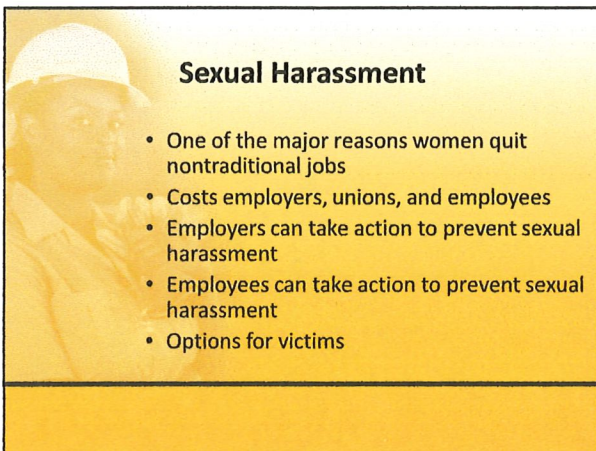






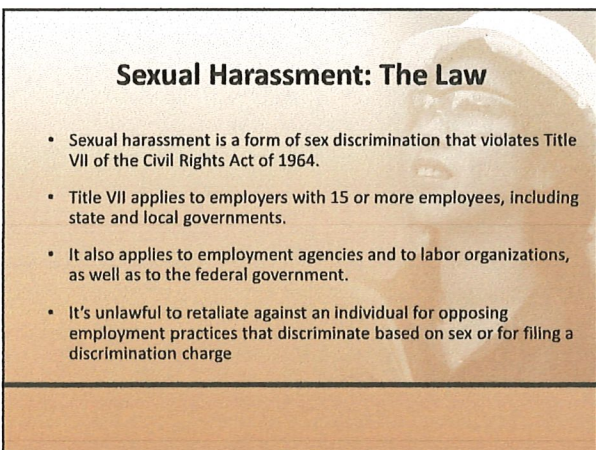


Sexual Harassment



Sexual Harassment

- One of the major reasons women quit nontraditional jobs
- Costs employers, unions, and employees
- Employers can take action to prevent sexual harassment
- Employees can take action to prevent sexual harassment
- Options for victims



Sexual Harassment: The Law

- Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.
- Title VII applies to employers with 15 or more employees, including state and local governments.
- It also applies to employment agencies and to labor organizations, as well as to the federal government.
- It's unlawful to retaliate against an individual for opposing employment practices that discriminate based on sex or for filing a discrimination charge

What is Sexual Harassment?

- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual Harassment Circumstances

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a coworker or a nonemployee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

Examples of Sexually Harassing Behaviors

- Sexual jokes, innuendos and gestures
- Unsolicited and unwelcome flirtations, advances or propositions
- Graphic or degrading comments about someone's appearance, dress or body
- Staring at an individual or focusing upon a particular area of the body
- 'Elevator eyes' - looking someone up and down
- Whistling, cat calls and leering
- Terms of address such as "honey," "baby," "chick," "hunk," or "dear"
- Regularly offering personal gifts such as flowers, candy, etc.
- Display of sexually suggestive objects or pictures

Examples of Sexually Harassing Behaviors

- Sexual or intrusive questions about an individual's personal life
- Explicit descriptions of the harasser's own sexual experiences
- Neck or shoulder massages
- Pressure (however subtle) for sexual activity
- Explicit offers of sex for grades, money or other rewards
- Any unnecessary, unwanted physical contact such as touching, rubbing, hugging, pinching,
- patting or kissing
- Physical or sexual assault, including rape

Employee Role in Prevention

- Read and understand the company sexual harassment policy
 - Posted where you will see it, such as a break room
 - Employee handbook
- Know the name and number of someone you can contact in case you are being sexually harassed
- Follow the guidelines of your employer's sexual harassment policy
- Tell the person firmly, you find their behavior objectionable
- Tell your supervisor
- If your supervisor is the harasser, tell his manager
 - Don't fear losing your job
 - Remember, the law states that your employer is liable
- Keep a detailed log of the offensive behavior

Supervisor/Manager Role in Prevention

- Notify all subordinates of the sexual harassment policy.
- Establish and maintain a work atmosphere which is free of such harassment.
- Conduct sexual harassment training for all managers, supervisors and employees.
- Cooperate with the Equal Opportunity Division (EOD) to eliminate sexual harassment.
- Inform the aggrieved persons of the right to contact their EEO Officer and / or the EOD for assistance.
- Participate in the investigation and resolution of sexual harassment by:
 - Maintaining adequate documentation on each investigation
 - Providing timely and complete notification to appropriate persons on the disposition of each investigation.

Role Play

- Practice responding to unwelcome sexual behavior

Sexual Harassment Summary

- Sexual harassment is against the law
- The behavior is unwelcome in the workplace
- Employers, managers, supervisors and employees have responsibility for prevention
- The employee must state the behavior is unwelcome

Conflict Resolution

Conflict Resolution

- Disagreements are inevitable
- Misunderstanding
- Speak up politely, firmly
- Let it go
- Focus on behavior
- Focus on one topic
- Listen carefully
- Restate
- Don't interrupt or get defensive
- Admit when you're wrong
- Use shared goals

Resolving Conflict with the Boss

- More preparation
- Practice what to say
- Ask to arrange a time
- Calm and tactful
- Don't accuse or criticize or act angry or sarcastic
- Describe crew or company benefits of suggestions
- Accept the boss' decision

Teamwork

- Everybody works together
- All depend on others to do their part
- Help when you can
- Ask for help when needed
- Listen
- Speak up

Cooperation

- Work together
- It IS your job
- Offer to help when available
- Life may not seem fair
- No sulking

Communication

- Listen
- Put message in your own words
- Clarify (ask questions)
- Block out distractions

Active Listening

- Look the speaker in the eye
- Don't interrupt the speaker
- Don't move around
- Nod your head
- Concentrate
- Repeat instructions and ask appropriate questions when the speaker has finished

Barriers to Listening

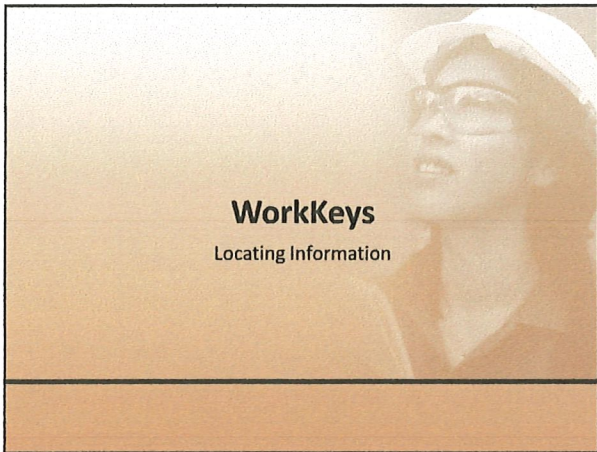
- Bias or prejudice
- Language differences or accents
- Noise
- Worry, fear, or anger
- Lack of attention
- Daydreaming
- Distractions

Sending Messages

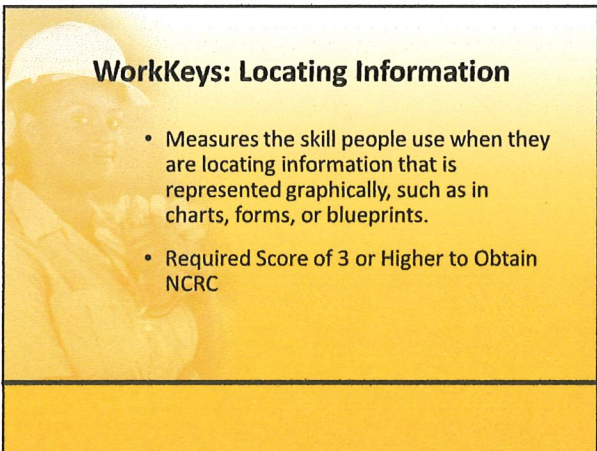
- Effective Verbal Messages:
 - Are brief, succinct, and organized
 - Are free of jargon
 - Do not create resistance in the listener
 - Require practice/rehearsal
 - Don't include accusations and sarcasm
 - Focus on behavior and actions needed

Conflict Resolution Summary

- Key is communication
- Focus on work team goal
- State your case firmly and politely
- Listen
- Focus on behavior
- Control emotions

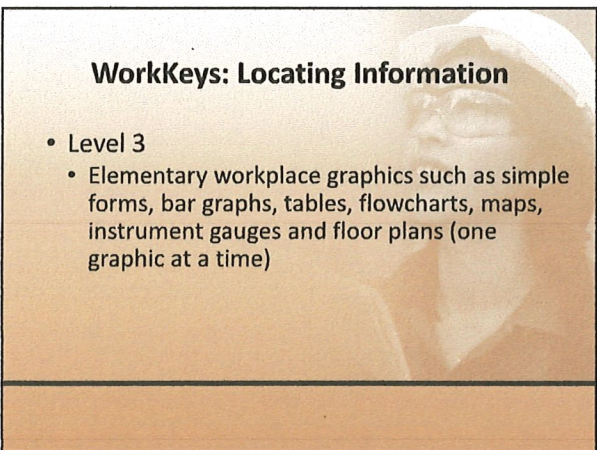


WorkKeys
Locating Information



WorkKeys: Locating Information

- Measures the skill people use when they are locating information that is represented graphically, such as in charts, forms, or blueprints.
- Required Score of 3 or Higher to Obtain NCRC



WorkKeys: Locating Information

- Level 3
- Elementary workplace graphics such as simple forms, bar graphs, tables, flowcharts, maps, instrument gauges and floor plans (one graphic at a time)

WorkKeys: Locating Information

- Level 4
- Straight forward workplace graphics such as order forms, diagrams, line graphs, tables, flowcharts, instrument gauges and maps (one or two graphics at a time)

WorkKeys: Locating Information

- Level 5
- Complicated workplace graphics such as detailed forms, tables, graphs, diagrams, maps or instrument gauges
 - Must sort through distracting information
 - Summarize information from one or two graphics
 - Identify and compare information and trends in one or more detailed graphics

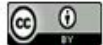
WorkKeys: Locating Information

- Level 6
- Very complicated and detailed graphs, charts, tables, forms, maps, diagrams with large amounts of information and challenging formats with one or more graphics at a time
 - Draw conclusions and apply information from one or more graphics that are complicated and related
 - Use information to make decisions

Building awareness of careers in construction, manufacturing, public safety, and energy & utilities

Support for this revised version of the WSE Pathways course is provided by a partnership with the Center for Energy Workforce Development (CEWD)

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