

# *Inter-Gender Professionalism and Sexual Harassment Prevention & Intervention*

## Proposed Program Outline

- 1. Inter-gender Professionalism & Sexual Harassment As A Business & Quality Systems Issue: “What’s In It For Us?”** Bottom-line quality, productivity & performance benefits of a harassment-free, inter-gender best practices work climate of respect, camaraderie and professionalism.
- 2. Separation of Personal Intent from Professional Behavior & Its Organizational Impact.** Gender, race, culture, other stereotypes or “comfort zones” can affect us all. Once we become aware of how they may impact upon our or our colleague’s leadership effectiveness, trust, teamwork, talent retention, customer relations, effectiveness, trust, reputation and legal liability, we must demonstrate a higher level of professional competence and commitment. **“We Judge Ourselves by our Intent, but Others Judge Us by our Behavior.”**
- 3. Anonymous “Sexual Harassment Dilemmas Self-Assessment”** for participants to identify their own inter-gender best-practices knowledge, awareness, skill levels and professional needs and goals.
- 4. Emotional Intelligence Professional Competencies: “The ability to make quality decisions while experiencing feelings.”** The four Emotional Intelligence competencies will be presented & demonstrated, namely: (a) Self-Awareness-Understanding Ourselves; (b) Self-Management-Managing Ourselves; (c) Social Awareness-Understanding Others; (d) Social Skills-Managing Others.
- 5. Micro-Messages Multicultural Communication Exercise: “Its not what you say, it’s the way that you say it” --** The 4 Key Micro-Message elements will be presented and practiced:  
**1. Verbal,** (What is Said); **2. Para-Verbal,** (How it’s said); **3. Non-Verbal,** (How it appears); and **4. Contextual,** (Who else is there; Trust relationship; Cultures of the parties; e-mail, telephone, etc).
- 6. Gender Stereotypes, Professional Relationships, and Customer/Client Relations.** Video scenarios to identify and analyze “right and wrong” ways of dealing with inter-gender challenges and opportunities.
- 7. Gender Diversity Communication Exercise:** Gender and culture style differences that can either block or facilitate clear communication, cooperation, conflict, team camaraderie, and legal liability.
- 8. What Leaders Should Know About Sexual Harassment:** Illegal or Unprofessional? ~ Quid Pro Quo and Hostile Work Climate ~ “Knew or Should Have Known” Leader Standards ~ When in Rome, Don’t Always Do As they Do ~ Problem Prevention, Assessment, & Intervention ~ Leadership Courage, Comfort or Collusion
- 9. 5 Steps To Deal With *Subtle* Sexual Harassment Before It Escalates.**
- 10. “But It’s Just A Joke; I Was Just Being Friendly!”- Humor in the Workplace:** Keeping positive & appropriate camaraderie & humor; while eliminating unprofessional, destructive or illegal humor.
- 11. Small Group Identification of the Organization’s Inter-gender Professionalism Strengths, & Areas in Need of Improvement**
- 12. How to “Walk The Talk”** as Leadership Role Models for colleagues, customers, and direct reports.
- 13. Workshop Conclusion, Highlights & Evaluation.**