



**NEW IN 2011!** ELT'S ONLINE WORKPLACE HARASSMENT COURSE DELIVERS ALL-NEW LEGAL CONTENT FROM LITTLER AND EXCITING NEW STORY LINES AND CHARACTERS—FOR A HIGH-IMPACT EXPERIENCE THAT EDUCATES LEARNERS AND MAXIMIZES YOUR LEGAL DEFENSES.

Set as a TV “news show,” this course puts lessons into a vivid, real-world context. Your learners see the impact of harassment and learn how to prevent it. More than 75 interactive exercises model behavior and reinforce the importance of reporting.

Going beyond sexual harassment to cover additional protected categories like race, disability, and sexual orientation, this course meets every state and federal training requirement, including demanding standards in California (AB 1825), Connecticut and Maine.

## Key Solution Features

**Backed by Littler.** Workplace Harassment is built on the experience of more than 800 attorneys at Littler. Every element is crafted to deliver rock solid legal content, meaningfully impact employee behavior, address the latest trends, create powerful legal defenses, and withstand intense courtroom scrutiny.

**Fully Vetted and Endorsed by SHRM.** You can trust our training program because SHRM does—for its 250,000-plus members worldwide.

**Powerful News Story Format.** ELT transports learners into the world of broadcast news, where they explore contemporary issues. Striking digital-video creates an engaging and effective learning experience based on actual cases and real events.

**ELT's Recognized Expertise.** Two ELT team members were appointed to the State of California's select Blue Ribbon Advisory Committee that drafted regulations for the state's landmark statute, AB 1825.

**An Entirely New Course Every 2 Years.** Fulfilling our commitment to provide clients with current, fresh, and engaging training, ELT consistently produces a completely new harassment course every 2 years.

**100% Completion Rates Within 7 Days.** On average, 95% of learners complete ELT courses just 1.2 days after assignment—and 100% finish within 7 days. Your program comes to a successful conclusion. Your team avoids costly delays and administrative headaches.

## Course Details

### Bandwidth Options

- *High* – Video & Audio
- *Medium* – Still Images & Audio
- *Low* – Still Images & Text Only

### Course Length Options

- Standard 2-hour manager course
- Basic 45-50-minute manager course
- Standard 1-hour employee course
- Basic 30-35-minute employee course
- Customize course length by choosing vignettes from ELT's modular content library
- Optional timer ensures minimum training times

### Delivery Options

- Host on ELT's robust and scalable LMS
- Host on your own standards-compliant LMS (AICC and SCORM)

# Customization Options



- Feature your logo and color scheme.
- Include your harassment policy and confirm receipt via electronic certification.
- Include “Ask a Question” and reporting features, along with access to an extensive database of FAQs that provides immediate answers to learner questions.
- Include a multimedia introduction and conclusion from your key leaders.
- Custom completion certificate.
- Optional scenarios to cover emerging harassment issues.
- Optional Q&A exercises and “Spotlight” screens to highlight your unique policies and procedures.
- Optional 50-state harassment law summary.
- Optional end-of-course quizzes for employees and supervisors.
- Optional Policy in Action™ tool gets learners to interact with and answer custom questions about your organization’s EEO and harassment policies.

## Content

### Story-Based Lessons Train Both Employees and Supervisors on:

- What constitutes prohibited harassment?
- How to spot harassment and retaliation, and how respond to it.
- How to prevent harassment and retaliation.
- The central role of your harassment policy.
- The rule against retaliation.
- The duty to report, how to report, and the value of reporting.
- The impact of harassment on co-workers and the organization.
- The importance of respect and inclusion.

### Special Interactive Simulations Train Supervisors on:

- The responsibility to know and apply your harassment policy.
- Receiving complaints, including from “silent,” reluctant, and chronic reporters.
- The importance of working with HR and senior management to respond to a complaint.
- Investigation basics and confidentiality.
- Managing performance after an employee has complained.
- Documentation and preserving evidence.
- Potential personal liability.
- Remedies.
- Legal protections and defenses.

### Tackles Important Emerging Trends:

- New technologies, like tablet computers and social networking.
- Free speech and the private workplace.
- Male-on-male harassment.
- Sexual orientation, gay marriage, and gender identity.
- Race, gender, and national-origin stereotypes.
- Religious intolerance.
- Family responsibility discrimination.
- Teen harassment.
- Workplace romance and sexual favoritism.



Changing behavior.  
Protecting the bottom line.

Provide your workforce with training of unparalleled quality and join our growing community of more than **5 million** learners in leading organizations.

877-358-4621  
info@elt-inc.com  
www.elt-inc.com