

Sexual Harassment Training on Grovo

A Guide for Trainers in the State of California



At Grovo, we believe it's time to shift expectations of what sexual harassment training can accomplish. In the State of California, our four learning tracks—Sexual Harassment for Employees, Sexual Harassment for Managers, The Basics of Gender and Sexuality, and Rights and Protections for LGBTQ Employees—fulfill all legally mandated training requirements for supervisory employees.

State of California Training Requirement	Lessons That Meet Requirement
<i>A definition of unlawful sexual harassment under the Fair Employment and Housing Act (FEHA) and Title VII of the federal Civil Rights Act of 1964</i>	"What Sexual Harassment Really Looks Like"
<i>Statutory provisions and case law principles concerning the prohibition against and the prevention of unlawful sexual harassment, discrimination, and retaliation in employment</i>	"What Sexual Harassment Really Looks Like"
<i>The types of conduct that constitutes sexual harassment</i>	Many lessons, including "What Sexual Harassment Really Looks Like"
<i>Remedies available for sexual harassment victims in civil actions; potential employer/individual exposure/liability</i>	"The Impact of Sexual Harassment", "What to Do if You're the Target of Sexual Harassment"
<i>Strategies to prevent sexual harassment in the workplace</i>	Examples found across the training
<i>Supervisor's obligation to report sexual harassment, discrimination, and retaliation of which they become aware</i>	"What to Say to Someone Who Has Been the Target of Abusive Behavior," "What to Say to Someone You See Being Abusive," "Support People Who Come to You With Sexual Harassment Claims", others
<i>Practical examples, such as factual scenarios taken from case law, news and media accounts, hypotheticals based on workplace situations and other sources, which illustrate sexual harassment, discrimination and retaliation using training modalities such as role plays, case studies and group discussions</i>	Examples found across the training
<i>The limited confidentiality of the complaint process</i>	"Practice: Support Someone Who Makes a Sexual Harassment Claim", "Support People Who Come to You With Sexual Harassment Claims"
<i>Resources for victims of unlawful sexual harassment, such as to whom they should report any alleged sexual harassment</i>	"What to Do if You're the Target of Sexual Harassment"
<i>The steps necessary to take appropriate remedial measures to correct harassing behavior, which includes an employer's obligation to conduct an effective workplace investigation of a harassment complaint</i>	"Practice: Support Someone Who Makes a Sexual Harassment Claim", "Support People Who Come to You With Sexual Harassment Claims"
<i>Training on what to do if the supervisor is personally accused of harassment</i>	"What to Do If You're Accused of Sexual Harassment"
<i>The essential elements of an anti-harassment policy and how to utilize it if a harassment complaint is filed</i>	"Why People Don't Speak Up When They've Been Sexually Harassed"
<i>A review of the definition of 'abusive conduct' as used in this context (and as defined by Government Code section 12950.1(g)(2))</i>	"Why It's the Manager's Job to Address Abusive Conduct"
<i>How to use proper terminology when discussing matters related to gender identity, gender expression and sexual orientation</i>	"Know the Terms: Gender Identity," "Know the Terms: Sexual Orientation"
<i>How to use a co-worker's preferred name and pronoun</i>	"Know the Terms: Gender Identity"
<i>How to identify and prevent harassment related to gender identity, gender expression and sexual orientation</i>	"The Rights and Protections of LGBTQ Employees", "The Rights and Protections of Transgender Employees"
<i>Contact information for a trainer who can answer questions within two business days</i>	Note this this must be inserted as a card in at least one lesson by trainer at the customer organization.
<i>At least two hours of training</i>	Total training time adds up to over 2 hours (see next page)



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Lesson Name	Minutes
What Sexual Harassment Really Looks Like	6
The Impact of Sexual Harassment	5
Why Sexual Harassment Happens	5
How Culture Can Prevent Sexual Harassment	6
The Small Exclusions That Happen in a Noninclusive Culture	6
Amplify Minorities and Women	4
Why Refusing to Be Alone With Women Doesn't Help Anyone	6
Why You Should Talk About Exclusion With Your Team	5
How to Talk to Colleagues About Exclusion You Notice	8
The Power of Intervention	4
How to Recognize Sexual Harassment	7
How to Intervene Against Sexual Harassment When You See It	6
What to Say to the Target of Sexual Harassment	5
What to Say to Someone Who Commits Sexual Harassment	7
Practice Intervening Against Sexual Harassment	6
Why People Don't Speak Up When They've Been Sexually Harassed	5
What to Do if You're the Target of Sexual Harassment	6
Examine How Your Behavior Could Contribute to Sexual Harassment	6
How to Apologize for Inappropriate Behavior	7
How a Diverse and Inclusive Culture Can Prevent Sexual Harassment	5
How Managers Can Make Their Organizations More Inclusive	6
Simple Tactics to Create an Inclusive Culture on Your Team	5
Why It's a Manager's Job to Address Exclusion	5
How to Address Noninclusive Behavior on Your Team	7
Practice: Address Noninclusive Behavior on Your Team	5
Why It's a Manager's Job to Address Abusive Conduct	5
What to Say to Someone You See Being Abusive	6
Practice: Address Abusive Behavior on Your Team	6
The Impact of a Speak Up Culture	4
How Psychological Safety Helps People Address Exclusion	6
Why You Have to Go Beyond Reporting Sexual Harassment Claims	4
Support People Who Come to You With Sexual Harassment Claims	6
Practice: Support Someone Who Makes a Sexual Harassment Claim	5
What to Say to Someone Accused of Sexual Harassment	6
What to Do If You're Accused of Sexual Harassment	5
The Power of Words: Respecting Identities in the Workplace	5
What Do You Assume About Gender Identity & Sexual Orientation?	5
Know the Terms: Gender Identity	5
Know the Terms: Sexual Orientation	4
Navigate Using Gender and Sexuality Terms at Work	4
The Rights and Protections of LGBTQ Employees	5
The Rights and Protections of Transgender Employees	5

Total Learning Time:

3 hours 49 minutes

For supervisory employees in the State of California, the minimum time required for sexual harassment prevention training is 2 hours.