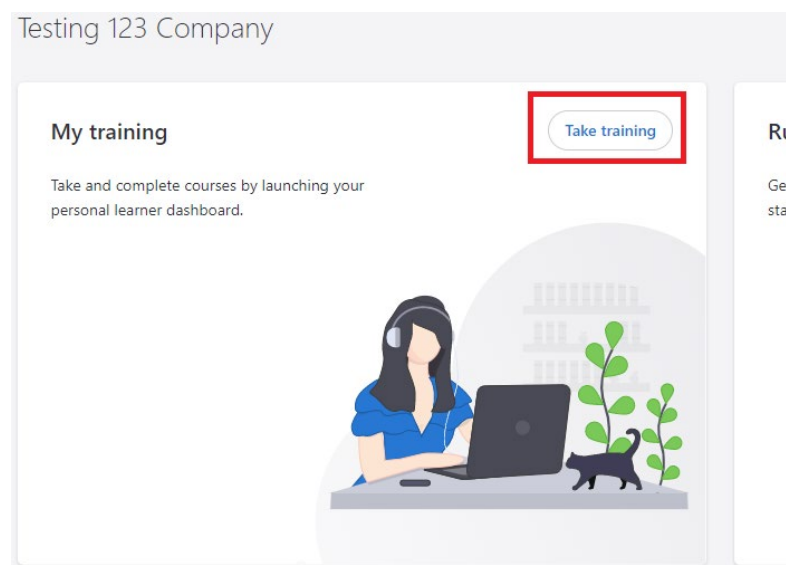


Group Harassment Prevention Training Instructions

1. Be sure to review your Company handbook to ensure it is up to date with the current Harassment Prevention Laws. Remind employees of your company policy and offer to provide a copy of this policy prior to the training for them to review. A “Sample Sexual Harassment Policy and Receipt” is provide in your packet if you do not currently have one and may be used alone or added to your current handbook. We recommend all handbooks have a signed acknowledgement page of understanding. Any policy outside your handbook we suggest also have a signature page of acknowledgement.
2. Print out a sign in sheet for all employees who were in attendance for tracking purposes and keep for your records. Have all employees in attendance sign-in to the training session.
3. Print out a copy of the Department of Fair Employment and Housing CURRENT brochure (one for each employee). This can be found on their website and a copy of what the form looks like is included in your packet. ALWAYS double check before using this copy to ensure you are providing the most recent copy. Here is a link to check the DFEH: <https://www.dfeh.ca.gov/Posters/>
4. The Harassment Statement of Understanding is required of all employees to indicate they understood the course after it is finished and must be signed by each one to show completion of the course. Keep this copy in the employee file.
5. A Harassment Prevention Training Certificate has been provided to you to complete for each employee after they have attended the training. If you are providing training in a group setting, you will need to create this for each employee who attended the group training using the sign in sheet, keep a copy in the employee file for your records and provide a copy to the employee for their records.

Sign in to your Zywave Learning Portal and select My Training from the home page. *Note: To start the video you must already assign the course to yourself. Do this by creating a group and adding the assigned Harassment Course to the group, then add yourself to that group!*




Next Select either the Harassment Training Course for Managers or Employees *Note: you can search as seen below and be sure to select the courses as described below:*

Course catalog

Filter by:

Workplace Harassment & Violence - California ▼ harassment prevention 🔍

Workplace Harassment & Violence




Sexual Harassment Prevention Training for California Employees (English-2022 Edition)

Duration: 60 minutes

This course meets California's content requirements for employee-specific sexual harassment prevention training. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

[Preview](#)

Workplace Harassment & Violence




Sexual Harassment Prevention Training for California Employees (Spanish-2022 Edition)

Duration: 60 minutes

This course meets California's content requirements for employee-specific sexual harassment prevention training. Topics include sexual harassment, bystander intervention, diversity, and building a workplace free of discrimination, harassment, and bullying.

[Preview](#)

Workplace Harassment & Violence



Sexual Harassment Prevention Training for California Managers (English-2022 Edition)

Duration: 120 minutes

This course meets California's content requirements for manager-specific sexual harassment prevention training. Topics include sexual harassment, discrimination, witness intervention, manager responsibilities, and more.

[Preview](#)

Once the course is found, simply click on the course to begin. Please note, both courses are available in English and Spanish

Once you begin, simply be the facilitator throughout the training. The course is interactive. We recommend you first review it to familiarize yourself with the materials. The course will naturally pause on the question-and-answer sections and you can ask all employee feedback to arrive at the answers together to ensure that there is interaction as required by California compliance. Do your best to ensure all attendees are engaging with the training.