
: Workplace Discrimination and Harassment
CONTENT

TEACHING STRATEGY

I. Introduction

Greeting

Hello, my name is _____ and I'm your teacher for this course. My background in this topic is _____.

Ice Breaker

Introduce yourself to someone near you with whom you are not yet acquainted. Then, ask them their:

- *Name*
- *Organization, title, years on the job*
- *Best job features, and*
- *hobbies*

Pre-Knowledge Assessment

The assessment I am distributing will enable you to determine your knowledge level before the course. Everyone take three minutes now and complete the first page, and then set it aside.

Workshop Feedback

Often participants will experience small inconveniences that interfere with their concentration. The Workshop Feedback activity addresses those issues during the course and allows the Trainer to address them early. Write each of your requests on a post-it note and stick the note on the flip chart page near the exit in the corresponding box labeled:

I hope you keep on, I don't understand, I wish you would stop, and during the course second half, start...

I hope to resolve the problems by the time your return from your break.

Time Frame: 9:00 AM – 9:20 AM

Trainer greets attendees as they enter class. **Slide #1 – Workplace Discrimination & Harassment.** Course title remains on screen while attendees enter. Trainer introduces self, gives information on the left, and reads details of Ice Breaker.

Slide #2 – Ice Breaker

After introductions, trainer passes out the Pre-Test and explains the process giving details on the left.

Trainer explains the **Workshop Feedback** via text on the left and on: **Slide #3**

During breaks, Trainer takes down the used Workshop Feedback flip chart sheet for action, and displays another sheet for later comments. For notes that are illegible, Trainer can ask the class at large if anyone has an idea what the writer meant, thus allowing the writer the option of anonymity.

END OF TEAR SHEET