MGE Learn

Harassment & Discrimination Training for Leaders

Leaders Guide

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Madison Gas and Electric

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Harassment and Discrimination Introduction and Course Objectives

The overall goal of the Harassment and Discrimination course is to provide participants with the tools needed to create a culture of respect, equality and fairness at Madison Gas & Electric.

Upon completion of this course, you will be able to:

- Describe the various forms of harassment & discrimination
- Recognize the signs of harassment & discrimination
- Evaluate the team's current norms of behavior and identify changes needed
- Respond appropriately to inappropriate behavior
- Explain responsibilities of a leader in handling harassment & discrimination

Agenda

Session Length: Approximately 2 hours

Topic	Time
Module 1: Introduction	
Module 2: Harassment and Discrimination in the Workplace	
Module 3: What Would You Do?	
Module 4: Moving Forward	
Module 5: Wrap-up	

Pre-Session Checklist and Required Materials

Document Title	Quantity
PPT presentation file	1
PPT presentation file - Introduction	1
Leaders Guide	1
Participant Guide	1 per participant
Session Evaluation Form	1 per participant
Supporting Files:	

✓	Tasks
	2 weeks prior to training: • Confirm class location, time and attendance.
	1 week prior to training: • Print (or arrange for printing of) course materials.
	2 days prior to training: • Read through course materials and practice delivery.

	Equipment
	•  Laptop computer/Desktop computer •  LCD projector •  Flip chart

	Supplies
	• Flip chart and markers • Masking tape • Post It tabs • Highlighters • Pens • Name tents • Attendance sheet

Workshop Preparation Notes

As you prepare to deliver the workshop, be sure to review all materials to understand how they are used collectively to present the content and conduct the activities.

Instructor Guide Overview:
The main section of this document is a table with two columns:

- The left-hand side includes the slides to be shown and any notes to you regarding slide animation, or activity instructions.
- The right-hand side of the table includes the content to be covered.
- **SAY** is a heading that provides suggested statements, remarks or transitions provided for you to deliver in your own words.
- **DO** is a heading that provides instruction and direction.
- **ASK** is another heading that alerts you that questions are shown to engage the audience and/or get their feedback.
- **EXPECTED RESPONSES** is another heading that contains common or correct responses to the question you pose. The information provided under expected responses is not an exhaustive list but includes the main ideas that should be covered by the question.

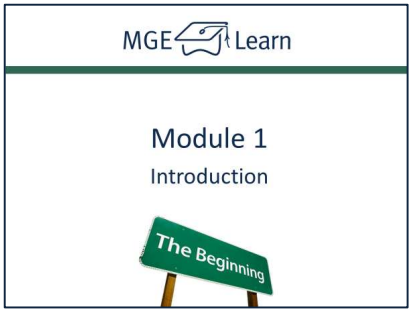
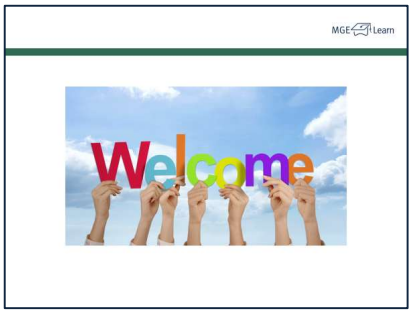
Review IG to:

- Add notes throughout the IG regarding your real-life experiences that relate to the topic, key points to emphasize, etc.
- Identify where activities are and how they will work.
- Determine where preparation is required (creating flip charts, ensuring activity materials are available, system access is needed, etc.)

Slides:

- Review the slides to see how they look and become familiar with any click to reveal or click to build animations (these are noted in this Instructor's Guide under the slide that has the animation.)

Module 1: Introduction

Slide	Facilitator Notes
Slide 1: 	**SAY:** Welcome to the Madison Gas & Electric Preventing Harassment and Discrimination in the workplace training. ***DO:** Introduce yourself and provide a brief background*.
Slide 2: 	**SAY:** Before we begin, I'd like to give you a chance to introduce yourselves and to talk about any expectations you have for today's session.
Slide 3: 	***DO:** Review session schedule and housekeeping items:* • Start and end times • Sign in • Breaks • Please silence all cell phones • Restrooms • Questions

Slide	Facilitator Notes
Slide 4: 	***DO:*** *Ask participants to share their expectations of the session. List expectations on a flipchart. Address those that will not be covered in the session.* ***INSTRUCTOR NOTE: Use this slide if you do not plan on conducting the icebreaker. Use slide 6 if you plan on conducting the icebreaker. Hide the slide you choose not to use.***
Slide 5: 	**SAY:** Here are our learning objectives for today's session. ***DO:*** *Review learning objectives:* • Describe the various forms of harassment & discrimination • Recognize the signs of harassment & discrimination • Evaluate the team's current norms of behavior and identify changes needed • Respond appropriately to inappropriate behavior • Explain responsibilities of a leader in handling harassment & discrimination
Slide 6: 	***DO:*** *Conduct activity according to instructions on the following page.* ***INSTRUCTOR NOTE: Use this slide if you plan on conducting the icebreaker. Use slide 4 if you do not plan on conducting the icebreaker. Hide the slide you choose not to use.***

Icebreaker: 3-2-1

Purpose: Participants share personal information and course expectations.

Time	Instructor Activity	Participant Activity	Techniques/Equipment
10 Minutes	• Explain that each participant will write down three adjectives that describe how they view themselves, two favorite movie, book or TV characters and one expectation of the course. • Each participant will have a chance to present his/her lists to the group.	Working individually, participants write down: • Three adjectives that describe how they view themselves • Two of your favorite movie, book or TV characters • One expectation of the course.	• Individual activity
15 Minutes	• Debrief activity - Bring group together and ask each participant to read his/her lists. • Record expectations on a flip chart. **SAY:** Now I'd like each of you to share your lists. **EXPECTED RESPONSES:** • Will vary by individual and group	Individually read answers to group.	• Flip chart • Markers