READYSET RESPECT TRAINING
Curriculum Overview

This series combines knowledge- and application-based lessons to drive awareness and behavior change by challenging unconscious bias and inspiring personal reflection, action, and accountability. Discover how to foster a respectful workplace through five engaging, interactive eLearning courses.

	Courses	Description	Key Skills	Follow-Up Actions
Course 1	Identifying Bias	Learn how to identify bias, prejudice, and microaggressions in others and yourself, both conscious and unconscious, and how they undermine a positive work environment.	• Self-reflection • Uncovering unconscious biases • Identifying microaggressions • Defining types of bias and prejudice (affinity bias)	• Conduct an audit for both personal biases and perceived company biases • Write down examples of microaggressions you have witnessed
Course 2	Building a Respectful Workplace	Discover how bias can lead to disrespect and explore what constitutes a respectful workplace and key acceptable and unacceptable behaviors, including bullying.	• Acknowledging differences and diversity • Promoting an open and respectful environment where everyone feels empowered to express concerns • Being aware of body language that may unconsciously be disrespectful	• Identify and write down inclusion goals personally and for the company • Note positive things about the current work culture as well as improvement opportunities
Course 3	Preventing & Resolving Concerns	Uncover how disrespect can worsen into various types of harassment and discrimination and learn how to prevent, report, and stop it.	• Taking ownership of your workplace • Recognizing and reporting problems and harassment • Preventing retaliation • Resolving concerns • Recognizing instances of workplace bullying • Understanding confidentially and reporting	• Analyze current state of your workplace and team • Be aware of steps you need to take and your responsibility • Review harassment and discrimination policies with your manager

Course 4	**Preventing & Addressing Sexual Harassment**	Find out how to prevent sexual harassment in the workplace, including instances of "quid pro quo" and other behavior that creates a hostile work environment. Also, learn how to address and resolve issues that have arisen.	• Identifying instances of harassment • Recognizing subtle behavior that the perpetrator might not realize is hostile toward the victim • Preventing and resolving retaliation • Reporting and escalating concerns	• Identifying unintended aggressive behavior in self and others • Complete a personal reflection exercise • Work to understand and improve workplace culture and reporting policies
Course 5	**Creating a Supportive Team and Culture**	Learn how creating a respectful team is everyone's responsibility. Discover what everyone can do within a workplace to build an inclusive, respectful culture.	• Distinguishing between IQ and EQ • Using empathy to acknowledge and validate concerns, as well as anticipate potential issues • Creating a zero-tolerance culture • Taking ownership of workplace culture to build a positive and supportive environment for all	• Identify an accountability partner • Create an inclusion committee or team • Work to develop an anti-harassment policy/code of conduct if one does not exist. If one does exist, review and consider updating. • Reflect on personal things you're willing to commit to