READY SET ▸ Respect

	Course Description	Key Skills	Follow-Up Actions
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
Building a Respectful Workplace	Describe how bias can lead to disrespect. Define what a respectful workplace is and give examples of key acceptable/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 • Understand your responsibility to know and live up to your company's policy • Understand your role in building respectful workplace	• Identify and write down inclusion goals personally and for the company • Note positive things about the current work culture as well as improvement opportunities
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 • Listening actively • Communicating constructively • Recognizing instances of workplace bullying • Understanding confidentially and reporting	• Analyze current state of workplace and team • Be aware of steps you need to take and your responsibility • Review harassment and discrimination policies with your manager

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
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 • Fostering a positive atmosphere and empowering all employees to succeed • Encouraging peer recognition by team members as well as managers • Creating a zero-tolerance culture • Taking ownership of workplace culture to build a positive and supportive environment for all	• Assess current state of team dynamics • Create development plan for both professional goals as well as personal ones for all users can share with each other • 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