



Workshop 411 – Building a Healthy Workplace Culture

Workshop Description

This workshop examines how each of us affects our work environment. Ideally, our workplace is one where we feel physically and psychologically safe to perform at our best. Workshop 411 identifies both situations that negatively impact a workplace, as well as positive strategies we can take to create the healthy work environment we all need. The workshop also covers federal and state statutes providing legal protection against harassment and discrimination. Finally, the workshop presents expectations for those affiliated with IAAO.

The workshop is presented as a self-paced/self-study e-learning course. It takes approximately two hours to complete.

Workshop activities include readings, assessments, interactive graphics, videos, knowledge checks, and reflection questions.

Objectives

By the end of this workshop, learners will be able to:

- Identify negative situations including instances of bias, bullying, discrimination, and harassment
- Select positive strategies for creating and working in a respectful environment
- Locate information on federal and state laws protecting employees against harassment and discrimination

Outline

Introduction

- Healthy workplace culture definitions
- Facts and figures
- Health impact

Module 1: Negative Situations

- Bias
 - Reflection
 - Definition and examples

- Video – unconscious bias
- Implicit association tests (IATs)
- Discrimination
 - Definition
 - Most common form, statistics
- Harassment
 - Myth or fact activity
 - Sexual and non-sexual harassment
 - Unlawful harassment
- Bullying
 - Definition
 - Types

Module review

Module 2: Positive Attributes and Strategies

- Respect: the foundation of a healthy workplace
- Strategies for promoting respect
 - Positive group norms
 - Focus on others
 - Embrace diversity
 - Deal with conflict
- Video – psychological safety
- Reflection questions

Module review

Module 3: Federal and State Laws

- Federal laws
 - U.S.
 - Canada
 - Australia
- U.S. state laws
 - Harassment
 - Discrimination
- IAAO Anti-discrimination and Harassment Policy

Module review