

# HR Case Files

with  
Catherine  
Crier

# Sexual Harassment

LEADER'S GUIDE

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## INTRODUCTION

### About This Program

This *HR Case Files with Catherine Crier: Sexual Harassment* program provides information to help managers, supervisors and other employees understand the significant negative impact of sexual harassment in the workplace. Left unchecked, this inappropriate behavior can shatter not only the lives and careers of individuals and their families, it can devastate the productivity and morale of your entire organization. It is critical that all employees and especially managers understand their role in preventing sexual harassment problems.

This Leader's Guide is designed to help you conduct a thorough training session on the topic of sexual harassment. It permits you to use this program in many different ways, giving you the flexibility to determine which training format is best for your organization's needs. The program is approximately 21 minutes long and can be stopped easily for discussion of important points.

A PowerPoint® presentation is provided to assist you in the presentation of this material. As an alternative, the slide information may be printed or transferred to transparency sheets or a flipchart when used in conjunction with the program. Illustrated desk references are also available for use with this program. These handy booklets may be given to participants as a helpful note-taking and reference tool.

We recommend that you tailor the program to your organization's needs by including specific information unique to your employees. The specifics of how you facilitate this course are determined by you.

## Training Materials

There are a few things you'll need for an effective training session:

- A training room located away from major distractions or interruptions
- A comfortable arrangement of chairs with an opening for a TV monitor or projection screen and other visual aids. (Be certain all participants can see the screen and each other.)
- Adequate lighting that can be adjusted while viewing the program
- A location, possibly including a podium and/or flipchart, from which the trainer/speaker can lead discussion.
- The training program *Sexual Harassment* from the *HR Case Files with Catherine Crier* series.
- TV and VCR or DVD player/computer with projector.
- Copies of the class agenda (page 4)
- A desk reference, paper and pencil for each participant
- A flipchart or dry-erase board and appropriate markers
- A computer with PowerPoint® software and the PowerPoint® Presentation.
- Copies of the Post-Test and Evaluation (pages 16 and 17).

## Preparation

Preparation is the key to effective training. Do these things prior to the session:

### Establish Objectives

Suggested training objectives for this presentation are:

- Understand the definition of sexual harassment.
- Realize the potential negative impact of sexual harassment on employees, their families and the overall organization.
- Recognize the importance of sexual harassment prevention training.
- Understand the dangers of inappropriate or unprofessional comments.
- Know the appropriate response to a sexual harassment allegation.
- Recognize the two types of sexual harassment, quid pro quo and hostile environment.
- Know how to avoid sexual harassment in the workplace.

Feel free to edit the training objectives to meet the particular needs of your organization. Training objectives should reflect the content of the program.

Determine the training objectives in advance so that you can identify the approach to take for the training session. It is also important to decide what level of understanding is expected from participants upon completion of the training.

## Determine the Audience

Another aspect to consider in planning this training session is the audience. Tailor your presentation to the skills or experience of the participants. The focus of your discussion and the depth of content presented may vary, depending on whether you are providing an orientation for new employees or a refresher course for all employees.

The training group size should range from 10 to 20 people. Most of the exercises in this program require that the group break into two smaller groups in order to increase participation. When the group is too large, individual attention may be lost.

## Agenda

### 1.5-Hour Session Agenda

Introduction	15 minutes
Program & Discussion	60 minutes
Session Summary	15 minutes

### 2.5-Hour Session Agenda

Introduction	5 minutes
Program & Discussion	40 minutes
Exercise 1	25 minutes
Exercise 2	30 minutes
Break	10 minutes
Exercise 3	30 minutes
Session Summary	10 minutes

## Invite Participants

Send out letters, memos or e-mails to participants or post a notice two weeks in advance of the training date. (Sample included on page 5.) State the location, date and time, and meeting agenda. Administer the Pre-Test in advance.

## Sample Invitation

**Date:** June 10, 20\_\_

**To:** All Managers

**From:** Janice Bax, Human Resources Manager

**Re:** *HR Case Files with Catherine Crier: Sexual Harassment*

You are invited to attend an important training session on preventing and responding to sexual harassment in the workplace. In spite of increased public awareness, sexual harassment continues to plague the American workplace. Left unchecked, this inappropriate behavior can shatter not only the lives and careers of individual employees and their families, but also devastate the productivity and morale of the entire organization.

Please plan to be at the training session on *June 20 at 2:00 p.m.* We will be meeting in the *main conference room for a 2.5-hour session.* If you are unable to attend, please contact me at 555-8890 as soon as possible.

A few goals of the training session are:

- Understand the definition of sexual harassment.
- Realize the potential negative impact of sexual harassment on employees, their families and the overall organization.
- Recognize the importance of sexual harassment prevention training.
- Understand the dangers of inappropriate or unprofessional comments.
- Know the appropriate response to a sexual harassment allegation.
- Recognize the two types of sexual harassment, quid pro quo and hostile environment.
- Know how to avoid sexual harassment in the workplace.

### Agenda:

Introduction	5 minutes
Program & Discussion	40 minutes
Exercise 1	25 minutes
Exercise 2	30 minutes
Break	10 minutes
Exercise 3	30 minutes
Session Summary	10 minutes

We look forward to seeing you on *Thursday, June 20.*

## Presentation Tips

### Overcoming anxiety

The best way to overcome anxiety about speaking before a group is to be prepared. Although it is natural to be nervous, your sweaty palms will disappear once you focus on what you are saying. Concentrate on communicating your message and your presentation will flow naturally.

### Choosing your vocabulary

It's best to use the same comfortable language that you would use when speaking one-on-one. Avoid jargon and overly complicated words or phrases.

### Getting rid of the "umms"

One of the most annoying mistakes a speaker makes is saying "umm" every time there is a break between thoughts. Remain silent while you think about what you're going to say next. The silence will seem longer to you than it will to the audience. If you remember this, you'll feel less pressure to fill the silence. You can control your "umms" by jotting down notes beforehand. If you want to include personal anecdotes or examples, write down a few notes to trigger your memory. Beware of writing down too much, however. You'll deliver your message to your note cards instead of your audience.

### Controlling the speed and tone of your voice

You'll put your audience to sleep if you speak too slowly, and they won't be able to keep up with the content if you speak too quickly. Approximately 150 words per minute is the best speed (that's about two-thirds of a page, typed, double-spaced). Vary your tone often, especially when making an important point. Adding emotion to your presentation will keep your audience involved. Again, strive for a conversational tone.

### Sticking to the schedule

Begin class on time and restart the session promptly at the end of the break. Except for emergencies, participants should not be interrupted for messages.

### Asking for questions

Ask for questions throughout the session. Be prepared to answer all types of questions, but don't be worried if you don't know every answer. You can simply say, "Let me find out and get back to you." Keep in mind many questions are best answered through discussion. An appropriate response might be, "Good question. Let's hear some discussion on that one." Watch the clock, though. Too many unplanned discussions can eat up your time.

## TRAINING SESSION OVERVIEW

### Giving The Pre-Test

It is recommended that you give the Pre-Test prior to the training session. That way, you will have an opportunity before the session begins to review participant's answers and get an idea of what they already know. Otherwise, administer the Pre-Test at the start of the session so you can review participant's responses during the break.

### Presentation Outline

**Open the session.** Welcome the participants and introduce yourself to the group. Give a brief explanation of the purpose of the session and quickly review the agenda.

**Have participants introduce themselves** and state the department or area in which they work. You may want to use an "icebreaker" to get the class warmed up for group discussion.

**Distribute and review copies of the training objectives for this session.** Be sure participants understand what you expect them to learn and what skills they need to display as a result of this training. Knowing what is expected in advance better prepares the employees and helps them to participate successfully.

Objectives for this training session are:

- Understand the definition of sexual harassment.
- Realize the potential negative impact of sexual harassment on employees, their families and the overall organization.
- Recognize the importance of sexual harassment prevention training.
- Understand the dangers of inappropriate or unprofessional comments.
- Know the appropriate response to a sexual harassment allegation.
- Recognize the two types of sexual harassment, quid pro quo and hostile environment.
- Know how to avoid sexual harassment in the workplace.

### Discussion Guides

Two discussion guides have been developed for this program. The "Scene-Specific Discussion Guide" may be used if you choose to view the program in chapters and discuss each scene. The "Discussion Topics Guide" may be used after watching the program in its entirety. After determining the best approach for your training group, start the program. It's a good idea to adjust the volume of the monitor before the training session begins. Doing so avoids startling participants if the sound is too loud or frustrating the participants with missed information because the sound is too low.

Training Points have been created on the DVD format of this program to provide visual aids when sharing important training material, or reviewing content of the program. Video links are included to provide visual reinforcement of some of the Training Points.

Resource materials are available when playing the DVD in a DVD-ROM drive. A PowerPoint® presentation, identical to the Training Points content of this program, has been included in both formats for your use. The customizable version is available for you to add specific information for your organization. Tips for customizing this presentation are included on page 22.

## SCENE-SPECIFIC DISCUSSION GUIDE

The four chapters in this program provide an opportunity to discuss sexual harassment in the workplace, and a manager's responsibilities in handling a complaint of harassment. This guide is broken down with a summary of each scene, offering discussion questions for each chapter of the program. Using the DVD format simplifies the facilitation of this program in this manner.

### Accountability

In this chapter participants are introduced to Steve Lurus and his experience with sexual harassment in his workplace. The impact of the charges on himself, his relationships, and his career are addressed. Sexual harassment is defined during this portion of the program. Ask participants:

- What do you think constitutes sexual harassment?
- Steve mentions he "let his guard down", and the perception of his behavior resulted in a charge of sexual harassment. How do you maintain friendly, yet professional relationships at work?
- Even if the intention of the accused was not to be offensive or harassing, it is the perception of the victim that counts. Unwelcome physical contact, or inappropriate humor in the workplace are two areas that can easily raise a concern of sexual harassment. How do you demonstrate respect for those you interact with at work?
- What kinds of behavior at work make you feel uncomfortable?
- How would you handle unwelcome physical contact or humor you find offensive?
- If you were approached by someone expressing a concern about your behavior, how would you respond?

### Impact

During this chapter the impact of sexual harassment on the accused, the victim and the organization are introduced. The mechanisms available to an organization to prevent and manage a charge of sexual harassment are also reviewed. Ask participants:

- How would a charge of sexual harassment impact your life? Use slide #5 to cover any responses not generated during discussion.

Be prepared to share your organization's policy on sexual harassment. Distribute a copy of the policy, and have a "statement of understanding" prepared for participants to sign. Retaining this documentation is an excellent measure if a charge of sexual harassment were ever filed.

If the training group consists of supervisors and managers, review the procedures for taking a complaint of sexual harassment. Use slide #8 as a tool to facilitate the discussion. Ask participants:

- How do you show empathy for the victim without taking sides?
- What questions would you ask a victim of sexual harassment? Use slide #9 for this portion of the discussion.
- Steve Lurus shares how difficult it was to continue to interact with people at work once the complaint against him became common knowledge. What measures can you undertake to ensure as much confidentiality as possible?

With a supervisor/manager training group, it would also be helpful to review your organization's procedures for investigating a complaint of sexual harassment. Ask participants:

- How do you remain unbiased as you gather the story of the accused?
- What questions would you ask the alleged harasser? Slide #12 may be helpful for this portion of the discussion.
- Why would it be important to understand the relationship and history between two people when evaluating whether sexual harassment took place between them?

### **What is Sexual Harassment?**

The purpose of this chapter is to further define quid pro quo harassment, hostile environment harassment, and the reasonable person standard. Through dialogue with expert Perry Ludy and reporter Catherine Crier, common questions are answered for participants. Ask participants:

- It is important to maintain a separation between personal and professional lives. Why is this so important for supervisors?
- Anytime an employee is offered work-related benefits in exchange for sexually oriented favors, quid pro quo harassment applies. Would quid pro quo apply if the implication were subtle?
- Thoughtless remarks and humor can be very disruptive in the workplace. How would you address behavior you perceive as creating a hostile environment?
- Many times humor or touch are welcome between participants, but offensive to a third party. When does this offense progress to creating a hostile environment?
- How do you define a "reasonable person"? How would you handle a concern from a person who is not being reasonable?

### Summary

Catherine Crier and Les Smith summarize this program during the final chapter. Catherine concludes with an interview with Steve Lurus. Build on their summary by asking participants:

- How will you apply Steve's experience to your time at work?
- What measures can you take to create an environment free of sexual harassment?
- How can you create a standard of respect within your area of supervision?

PREVIEW

## DISCUSSION TOPICS

Follow the program with a discussion. Discuss the following highlights using the Training Points or PowerPoint® presentation to support your discussion. The desk reference is also a valuable tool for participants to use during the discussion, and to take back to their workplaces as a handy resource following the program. Appropriate pages are referenced throughout this discussion guide.

### Program Objectives

Use slide 2 as a guideline to review the overall training objectives for this session.

#### 1. Sexual Harassment

Using slide 3, discuss how behavior perceived as sexually harassing begins. Then, using slide 4, discuss how the behavior becomes sexual harassment. Page 3 of the desk reference provides the EEOC definition of sexual harassment and the law protecting people from this form of harassment.

#### 2. Impact

During the program, Steve Lurus shares some of the negative impact he experienced as a result of being charged with sexual harassment. The company and the victim were also negatively impacted. Use slide 5 to review the many impacts of sexual harassment.

#### 3. Training

Training is an excellent vehicle for increasing every employee's awareness of sexual harassment in the workplace, and for providing each person with the skill necessary to create an environment free from this form of harassment. Use slide 6 to share the benefits and purposes of training.

#### 4. Inappropriate Comments

Humor and unwelcome comments are two common forms of harassment. Use slide 7 to discuss demonstrating respect for others.

#### 5. Responding to a Complaint

A challenge for any manager is to take a complaint of sexual harassment. Slide 8 provides guidelines to remember when taking a complaint. Refer to page 11 of the desk reference. Slide 9 provides a list of both open and closed questions to use when taking a complaint. Remind participants that open-ended questions solicit further information, and close-ended questions are used to clarify information.

#### 6. Investigating a Complaint

Investigating a complaint of sexual harassment will often fall upon the organization's Human Resources department. If investigation becomes a responsibility of the management team in your organization, then review guidelines using slide 11. Slide 12 provides a list of questions to use when speaking with the alleged harasser.

#### 7. Quid Pro Quo Harassment

Slide 13 provides an overview of this form of harassment. Refer to page 4 of the desk reference during the discussion.

**8. Hostile Environment**

Slide 14 highlights the key distinctions of this form of harassment. Refer to page 4 of the desk reference during the discussion.

**9. Reasonable Person Standard**

The victim's perception takes precedence over the intention of the alleged harasser. Facilitate a discussion of "reasonable," using slide 15.

**10. Summary**

Use slide 2 to summarize the key objectives of the program and to be sure everything has been covered.

PREVIEW

## EXERCISES

The following exercises are provided for use after the discussion. Refer to the agenda to determine which exercises you have scheduled in your training session. Make sure you stick to the time schedule for each exercise to avoid running out of time at the end of the training session.

### Exercise 1

#### *More Common Than You Thought*

**Time:** 25 minutes

**Materials:** Paper and pen for each participant.

For the first 10 minutes have each person think about the following questions:

- Can you recall a time when you witnessed or heard inappropriate behaviors or comments in the workplace? Even if no one complained about being offended, was the potential there for a claim of sexual harassment? What can be done to prevent situations like this from happening in the future?

Ask for volunteers to share the potentially offensive situations they've witnessed. Facilitate a discussion to raise awareness with questions such as:

- Was this an unusual situation or symptomatic of the department's culture?
- What would have motivated the offender to behave this way?
- Do you think the offender was aware of the potential consequences?
- What can be done to raise everyone's awareness of the dangers of harassment?

### Exercise 2

#### *Receiving a Complaint*

**Time:** 30 minutes

**Materials:** Role play cards

Prepare role play cards with 2 different sexual harassment scenarios. Ask for four volunteers to play the roles of "harassed employee" and "manager." Have each pair act out a five to ten minute "meeting" during which the employee complains to the manager that another manager or employee is sexually harassing them. Spend several minutes after each role play evaluating the performance of the manager on the following points:

- Was the manager listening and documenting everything?
- Was the manager showing empathy and taking the complaint seriously?
- Did the manager avoid interrupting and offering opinions?
- Did the manager ask for sufficient details?
- How did the manager conclude the meeting?

### Exercise 3

#### *Brainstorming DOs And DON'Ts*

**Time:** 30 minutes

**Materials:** Flipchart and markers

On a flipchart, create a column heading for DOs and another column for DON'Ts. Begin the brainstorming session by asking the participants what the person in the program (Steve Lurus) might have done to cause an employee to file a claim of sexual harassment. These examples should be written in the DON'T column. Then ask what would have been safer, more appropriate professional behavior in the situation. Record that in the DO column. Continue to solicit information on behaviors and situations that should be avoided to reduce the chances that an employee will file a claim of sexual harassment. Record examples of "preventative" and professional behaviors in the DO column. Allow discussion and debate about the information to enhance understanding.

PREVIEW

## BONUS MATERIAL

### Scene 1: This for That

Jim, the manager, discusses a possible promotion with Mary in his office at the end of the day. Anytime an employee is offered work-related benefits in exchange for sexually oriented favors, quid pro quo harassment applies. Ask participants:

- Does the exchange of favors have to be blatant?
- Would the company be held liable whether or not it knew of the exchange, if Mary suffered adverse job consequences due to her refusal to dine out?

### Scene 2: Heighten Your Sensitivity

Frustrated, Frank wonders “why people can’t lighten up around here?” Ask participants:

- Are the charges against Frank a result of people being “too heavy”?
- Is “lightening up” a valid solution to a hostile working environment?
- How does the reasonable person standard enter into Frank’s desire for people to “lighten up”?
- What role does empathy play when filtering one’s comments and behavior to avoid charges of sexual harassment?

### It’s A Wrap

This three-minute segment included on the DVD format may serve as an introduction to the training program, or as a closing video clip. During this segment, two commentators dialogue and summarize the content of the program by providing guidelines for creating an environment free from sexual harassment.

## SESSION SUMMARY

### Summarize

One summarizing technique is to review the course objectives with the class. Another technique is to ask each participant to highlight what was learned from the training session. Ask the participants if they have any final questions.

### Administer Post-Test

Distribute copies of the Post-Test (page 16) to each participant. You may wish to customize the Post-Test to fit your organizational objectives. The Post-Test is an excellent tool for determining how much each participant learned during the session. Compare the results to the Pre-Test and review the different answers.

### Evaluate

Distribute the evaluation form (page 17) to participants when they have finished answering the Post-Test. When each participant returns the evaluation form to you, thank him or her for attending the session.

## PRE-TEST/POST-TEST

Please read each question carefully and mark whether “True” or False.”

1. True False “Quid pro quo” is the most common kind of sexual harassment.
2. True False An inappropriate or sexy picture on the wall can be considered a form of sexual harassment.
3. True False Verbal remarks alone could not be considered sexual harassment.
4. True False Sexual harassment rulings are based more on the intentions of the accused than on the perceptions of the victim.
5. True False Sexual harassment is a form of discrimination.
6. True False It is never safe to assume that what is “appropriate” behavior to one person is “appropriate” to another.
7. True False If you think you have offended someone, the first step is to document what you said.
8. True False Employees must have a witness to make a legitimate claim of sexual harassment.
9. True False Managers must assume a leadership role in maintaining a professional and appropriate demeanor at all times.
10. True False When making a complaint of sexual harassment it's important to provide as much detail as possible.

### Answer Key

1. False. Hostile environment harassment is far more common than quid pro quo.
2. True.
3. False. Verbal remarks are one form that sexual harassment might take.
4. False. Decisions are based on the “reasonable person” standards and the victims’ perceptions.
5. True
6. True
7. False The first step is to apologize.
8. False. No witnesses are necessary to make a claim of sexual harassment.
9. True
10. True

# EVALUATION FORM

Please circle your rating for each statement.

Your input is IMPORTANT in helping us evaluate and improve our training programs. Thank you for taking time to think about and respond to the following questions.

Course: \_\_\_\_\_ Date: \_\_\_\_\_ Facilitator: \_\_\_\_\_

## About the Course

1. Were the objectives of the course clearly stated?    \_\_\_\_ YES    \_\_\_\_ NO
2. How well were the objectives met by the course?    Were not met    1    2    3    4    5    Were met very well
3. How applicable will this training be to your job?  
     \_\_\_\_ Almost none of the material will be applicable to my job.  
     \_\_\_\_ Some will be applicable, but some was confusing or irrelevant.  
     \_\_\_\_ Absolutely applicable! I look forward to seeing results soon!
4. Was the information presented in a logical and understandable order?  
     \_\_\_\_ Didn't seem logical at all.  
     \_\_\_\_ Some was, some wasn't.  
     \_\_\_\_ Yes, all of it seemed logical and understandable.
5. How useful were the discussions and the exercise(s) in helping you learn the information?  
     \_\_\_\_ Not useful at all    \_\_\_\_ Somewhat useful    \_\_\_\_ Very useful
6. To what extent did this training meet your expectations?  
     \_\_\_\_ DID NOT meet my expectations    \_\_\_\_ MET expectations    \_\_\_\_ EXCEEDED expectations
7. What would you add or change to improve this course?

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## About the Facilitator

8. Was the facilitator positive and professional?    \_\_\_\_ Very much so    \_\_\_\_ Could improve
9. How well was the facilitator prepared and able to explain the information?  
     NOT well prepared    1    2    3    4    5    VERY well prepared
10. Did the facilitator create an atmosphere that encouraged questions and learning?  
     \_\_\_\_ Yes    \_\_\_\_ No – Facilitator should have: \_\_\_\_\_
11. Did the facilitator explain the material in ways that made it applicable to your job?  
     \_\_\_\_ Very much so    \_\_\_\_ Sometimes    \_\_\_\_ Almost none was connected to my job

Your comments on the facilitator: \_\_\_\_\_

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# TRAINING POINTS AND POWERPOINT® OVERVIEW



HR Case Files Series  
with Catherine Crier

## Sexual Harassment

### Slide 1

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### Objectives

- Understand the definition of sexual harassment.
- Recognize the potential negative impact of sexual harassment.
- Recognize the importance of training.
- Understand the dangers of inappropriate comments.
- Know the appropriate response to a sexual harassment allegation.
- Recognize the two types of sexual harassment.
- Know how to avoid sexual harassment.

### Slide 2

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### Sexual Harassment

- Begins with:
- Unwelcome sexual advances
  - Requests for sexual favors
  - Physical sexual conduct of a sexual nature.

### Slide 3

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### Sexual Harassment

- When submission to or rejection of this conduct:
- Affects employment
  - Interferes with work
  - Creates an intimidating, hostile or offensive environment.

### Slide 4

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## OVERVIEW Continued



### Impact

- Financial
- Productivity
- Absenteeism
- Turnover
- Emotional
- Morale
- Relationships
- Stress

### Slide 5

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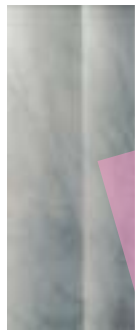
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### Training

- Discuss what sexual harassment is and is not.
- Communicate company policy.
- Explain how to address a concern.
- Encourage supervisors on handling a complaint.
- Train on a continual basis.

### Slide 6

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### Inappropriate Comments

- Does the comment show respect?
- Is the humor appropriate?
- Would you share it with a younger member of your family?
- Did non-verbal signals raise a flag?

### Slide 7

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### Responding to a Complaint

- Be respectful and show concern.
- Listen. Don't interrupt.
- Take complaints seriously.
- Be objective and demonstrate fairness.
- Ask questions. Document everything.
- Share company procedures.
- Act promptly.

### Slide 8

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## OVERVIEW Continued



### Questions for Complainant

- What exactly occurred?
- When did it occur?
- Is it still ongoing?
- Where did it occur?
- How often did it occur?
- How did it affect you?

### Slide 9

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### Questions for Complainant

- How did you react?
- Was there anyone present when it occurred?
- Did you tell anyone about it?
- Is there any documentation or evidence of the incident?
- How would you like to see the situation resolved?

### Slide 10

PREVIEW

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### Investigating a Complaint

- Be direct and firm.
- Be honest with alleged harasser.
- Interview witnesses.
- Document all sides.
- Ask for confidentiality.
- Explain consequences of retaliation.
- Apply organization's policy and procedure.

### Slide 11

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### Questions for Alleged Harasser

- What is your response to these allegations?
- If the harasser claims the allegations are false, ask why the complainant might lie.
- Are there any persons with relevant information?
- Is there documentation or evidence of the incident?
- Do you know of any further information?

### Slide 12

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## OVERVIEW Continued



### Quid Pro Quo Harassment

- "This for That"
- Sexually-oriented behavior exchanged for advantages at work
- Only supervisors/managers with actual or implied authority can be guilty of this.

### Slide 13

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### Hostile Environment

- Most common form of harassment
- Interferes with a person's ability to work
- Usually occurs once that occurs
- Results from victim's perception
- Perception takes precedence over intention

### Slide 14

PREVIEW

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### Reasonable Person Standard

- Would a "reasonable" person in the same circumstances find the behavior to be sexual harassment?

### Slide 15

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## CUSTOMIZING A POWERPOINT® PRESENTATION

The PowerPoint® presentations included on the Coastal CD and DVD products are customizable when used on a computer loaded with Microsoft PowerPoint® software. (Note: In the following instructions, “click” implies a click with your left mouse button. If a “right” click is necessary, it will be so indicated.) Microsoft PowerPoint® has many features. The following steps will help you customize our presentations quickly. To customize a presentation:

1. If the “Customizable Version” icon is displayed on the landing screen, click on this option. If this option is not available, click on the PowerPoint® presentation to open it. Save this presentation to another location, such as your hard drive or a folder on the network. You will make your customizations on the saved version.

**To add, copy, hide or remove a slide, or to change the order of the slides in the presentation:**

2. Click on “View” on the menu bar.
3. Click on “Slide Sorter” from the “View” menu. Or, under the “Normal” view, you may use the “Outline” on the left side of the screen.
4. To add a slide, place your cursor in front of the slide where you want to add a slide. Click on “Insert” on the menu bar. Then, click on “New Slide” on the “Insert” menu. Or, click on the “New Slide” tool on the tool bar. Choose a slide format to fit your desired content, and follow the prompts given.
5. Sometimes it’s easier to copy a slide, and then change the content of the slide than to create a new one. To copy a slide, click on the original slide. Click on “Edit” on the menu bar, and choose “Duplicate.” A new copy will be created to the right of the original slide. Or, click on “Edit” on your menu bar, and choose “Copy.” You may then “Paste” the slide wherever you want it to appear.
6. To hide a slide from your presentation, but to keep it for future use, right click on the slide you wish to hide, and choose “Hide Slide” from the menu. Or, click on the “Hide Slide” tool on the tool bar.
7. To remove a slide from the presentation, click on the slide you want to remove. Click on “Edit” on the menu bar. Then, click on “Delete Slide” on the “Edit” menu. Or, click on the slide, and press the “Delete” key on your keyboard.
8. To change the order of the slides in the presentation, click on the slide to be moved and while holding the mouse button depressed, drag the slide to its new location. Release your mouse button to place the slide.

**If you wish to change or remove the animation effect as you move from slide to slide:**

1. Double click on the slide you want to change the animated transition on.
2. Double click on the text box of the slide. A border and white handles appear around the text box.
3. Click on "Slide Show" on the menu bar. Then, click on "Preset Animation." To turn off the effects, choose "Off." If you wish to change the effect, there are many options to consider.

**To edit content of any slide:**

1. Double click on the slide you want to change the content of.
2. Double click on the text box of the slide. A border and white handles appear around the text box.
3. Type the desired changes.

Remember to save any changes made to your presentation!

PREVIEW

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