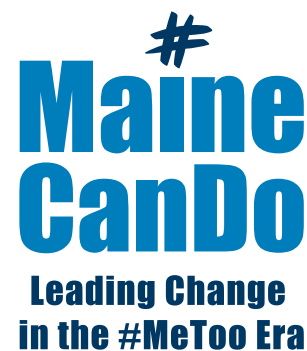


Finding a Trainer

Where to Find A Trainer & Important Questions to Ask



Well-crafted policy needs to be communicated to employees to guard against misinterpretation. [A recent study](#) showed that the actual words of the sexual harassment policy bore little resemblance to the employees' interpretation of the policy.

That's where providing a training that meets the needs of your organization comes in. Providing a quality training for your employees about a sensitive subject is important - and can help put your policy in context.

Who Provides Training

Sexual harassment training is effectively provided by many people in your region and there are also reputable courses provided online. Training can be provided by attorneys, human resource professionals and other subject matter experts.

Attorneys

Many law firms across the state have employment or civil rights attorneys who provide sexual harassment training. Check the websites of law firms to locate bios of attorneys who practice in these fields and who are experienced trainers. Some lawyers provide training for a fixed fee, so that organizations know the cost in advance. As part of the selection process, ask to see sample harassment training agendas and get references from organizations that have used the attorney for training. Ask if the service includes compliance review of the sexual harassment policy, whether take-home materials are provided and whether the training covers related subjects like bias and bystander intervention. The [Maine State Bar Association](#) may provide referrals to lawyers who specialize in employment law and training.

Human Resources Professionals/Consultants

There are consultants across the state who focus on providing specialized human resources services and can bring significant experience and insight from the HR perspective. Some Maine-based consultants who provide sexual harassment training are listed below.

[HR Studio Group](#)

[KMA Human Resources Consulting](#)

[Career Management Associates](#)

[J. Gaudet Associates](#)

Nonprofit Entities

Maine's sexual assault support centers help victims of sexual harassment and provide sexual harassment training that is responsive to Maine's legal requirements and focuses on workplace culture. Depending on your location these trainings are offered for free or at a low cost. You can [find your local center by clicking here](#).

Online Resources

[EverFi](#)

EverFi provides sexual harassment prevention training to thousands of organizations across the country using videos, animations, infographics and immersive scenarios.

Choosing the Right Trainer: Questions to Ask

It is important to make sure that the person you choose to provide sexual harassment training is both experienced and is able and willing to tailor their training to meet the unique needs of your organization or business. Below are some questions you might consider as you choose a trainer.

Can you share your experience related to delivering sexual harassment training?

Trainers should have experience delivering this information and facilitating conversations about sexual harassment. Ideally, trainers will have not only background in issues related to sexual harassment or assault, but background or skills related to delivering training and understanding adult learning principles.

How up to date is your training?

It is important that trainers keep their programs up to date with what is happening in the broader culture, with best practices related to anti-harassment law and policy, with the creation of comprehensive preventative programs and, with what makes for engaging professional learning to ensure compliance and behavior change.

Can you share your experience related to working with individuals who have experienced sexual harassment?

Trainers may have a range of experience related to sexual harassment, including: representing clients who have experienced sexual harassment; providing direct services to victims; consultation with organizations working to improve agency climate; developing effective policies related to sexual harassment response; or more. Ideally, trainers will have practical experience related to the systems which respond to and prevent sexual harassment.

How do you approach working with organizations or businesses to plan for sexual harassment training, to be sure the audiences' needs are met?

Trainers should be willing and eager to discuss the organization or agency's needs, context, and risk factors so that training can be tailored to the unique audience for greatest effectiveness.

What are your major areas of focus or priorities when delivering sexual harassment training?

Trainers should have a clearly understood philosophy or approach to delivering sexual harassment training. Effective trainings should not focus simply on legal compliance, but rather, to the creation of a comprehensive prevention program that addresses current workplace climate and builds to an aspirational workplace climate.

It should ensure all stakeholders (employees, managers, executives and board members) understand:

- the definition of sexual harassment and quid pro-quo
- what to do when employees witness or experience harassment
- how managers identify and respond to prohibited content.

It may also connect employees with further information and resources.

How do you distinguish between information all employees should receive and information supervisors or managers should receive?

Trainers should have the ability to articulate information that is appropriate for all staffers, versus key items that supervisors or managers must know. Ideally, they will offer different trainings for both audiences.

Does your training include practical elements or skills-building components?

Training should include scenarios, role plays, or other opportunities for participants to develop skills in identifying, responding to, and/or reporting sexual harassment.

Can you share at least two references from organizations who have participated in your sexual harassment trainings?

Trainers should be able to share references from their previous work. When reaching out to those references, it would be helpful to ask if the trainer was engaging, effective, respectful, informed, and appropriate to the needs and context of the organization. Ideally the trainer you choose should have experience training within your sector or with similar organizations.

The information contained in this document is not intended to be legal advice and is for informational purposes only. If you need legal advice, please contact an attorney. For additional information and resources, please visit mainecando.org.