

Sexual Harassment Training Options in NYS

New York State law requires every employer in the state to annually provide employees with sexual harassment prevention training. The initial training must be done before **October 9, 2019**.

There are **4 options** for you to choose from to meet this requirement:

1 Free “DIY” Approach using Videos Provided by NYS Department of Labor. This would be a viable option if you have a small staff, single location, and little turnover of staff.

- Start by visiting the [Employer Section](#) of the NYS Combating Sexual Harassment in the Workplace site
- Update or create your agency’s Sexual Harassment Prevention Policy at this site and customize it for your agency.

Tip: This policy should be included in your agency’s employee handbook. [Affinity HR Group](#) can assist in developing or updating one for your agency.

- Update or create your agency’s sexual harassment complaint form. It should be easily accessible to employees. You should reference this in your Sexual Harassment Prevention Policy. A free Model Complaint Form is available in the [Employer Section](#) of the NYS site.
- Prepare for the Interactive Sexual Harassment Prevention Training. The Training Requirements on the [Employer Section](#) provide instruction materials and case studies. You will find:
 1. Script for in-person group training, available in PDF and editable Word formats
 2. PowerPoint to accompany the script, available online and for download, also in PDF
 3. Video presentation, viewable online and for download (Set a date for your employees to have completed watching the 2 videos)
 4. FAQs, available online to accompany the training, answering additional questions that arise

Tip: It worked well for our Big I NY staff to watch the videos on their own (employers are required to allow time for this or compensate them if they watch it outside of normal working hours). We then brought the staff together and had a designated trainer use the Sexual Harassment Prevention Training and script (found on the [Employer Section](#) under Training Requirements) to lead the Interactive session—it took less than an hour for a robust training and discussion with questions.

Tip: We suggest using an acknowledgement form each year ([click here for a sample template](#)). This tracks employee participation in the Sexual Harassment Prevention Training that your agency conducts.

- All employees will need to attest each year that they have watched the training videos and participated in an interactive discussion. The purpose of the discussion is to meet the letter & spirit of the state’s requirements, as well as to ensure that all employees clearly understand:
 1. Your policy on workplace sexual harassment;
 2. The types of behavior that are considered to be sexual harassment; and
 3. Steps that employees should take if they experience or observe sexual harassment in your workplace.

[Sexual Harassment Prevention Training Part 1 \(19 minutes\)](#)

[Sexual Harassment Prevention Training Part 2: Case Studies \(22 minutes\)](#)

2 Interactive Webinar Presentation through Proknowledge (\$29 per person).

- Automated webinar that will meet the interactive requirement of the law
- No meeting with staff would be required
- Report provided showing who has completed the program

Sexual Harassment Training Options in NYS (cont.)

3 Real time on-site training by ProKnowledge OR an instructor led webinar for a group (call ProKnowledge for pricing: 518.786.1338).

- Will meet the interactive requirement of the law
- Employees will be able to ask questions and receive answers face-to-face
- Report provided showing who has completed the program

4 Real time instructor led class at ProKnowledge location (Albany area) OR an open enrollment webinar with a live instructor (\$99 per person).

- Will meet the interactive requirement of the law
- Employees will be able to ask questions and receive answers face-to-face
- Proof provided showing who has completed the program

For more information and resources about the law, you can check out the [NYS website](#).