



Shomer Solutions' Anti-Harassment Training Guide



5805 Sepulveda Blvd | #500 | Sherman Oaks, CA 91411
D: 323.934.8160 | F: 323.934.8170

Shomer Solutions offers management and employee level anti-harassment training that satisfies the California SB1343 & 1300 requirements, and is compliant in many other states. These guided training modules take 135-150 minutes for managers or 30-70 for employees.

If you would like to assign your employees the training to do on their own time, please let your Shomer risk manager know. They will send you an Excel template for setting up individual employee accounts. If you would like to provide the training in a group setting, this is also easily done. Please discuss with your Shomer risk manager so that they can ensure the training is properly set up.

To Set up Training (Group & Individual):

1. Your Shomer risk manager will provide you with an import sheet (Excel file). You will need to complete the yellow sections of this form. Once this section is completed, send back to your risk manager so that they can set up accounts for each of the employees. If they have email addresses, include those in Column H.

	A	B	C	D	E
1	Required Fields				
2	Employee First Name	Employee Last Name	Supervisor	Department	Site Employee is Based
3	James	Exampleton	Oscar Fierro	Housekeeping	LA Health & Wellness

Do not make any formatting changes. Only enter information in the blank cells.

2. Once your risk manager assigns the training to each person, the training can be assigned to individuals or set up for a group session. If employees will be completing the training on their own, they will be able to download and print their certificate at the end of the program.
3. **For group training:**
 - Use one of the accounts set up by your risk manager in steps 1 & 2. Do not use an administrator login, as you will not be able to pause. If anything happens to interrupt the training, you will have to restart it from the beginning.
 - Have a sign-in sheet for attendees. Have their names typed in one column and let them sign in another. This will prevent the confusion of reading illegible signatures later on.
 - Assign one person to be the “note-taker” for the session as the training requires typed responses to some questions. We generally recommend that the proctor take this position.
 - Return the sign-in sheet to your risk manager once the training has been completed. They will be able to print certificates. If you’d prefer, the risk managers can also teach you how to print the certificates yourself for later hires and refresher training.

To Access the Training:

1. Log into your Shomer Solutions portal. If you do not have your Shomer Solutions login, your risk manager or anna@shomerinsurance.com. They can help you sign up or reset your password. You can access your login page by going to ShomerInsurance.com and clicking the “risk management” icon. If you assigned employees to complete the training individually, they can use: portal.succeedms.com.



2. Once logged in, use the search bar in the upper-left of the home page to search for “harassment”.

- Once you click the search, there will be several options. You are looking for the “Anti-Harassment Training for California Managers” and/or the “Anti-Harassment Training” that appear under the category of “Online Training Library”.

The screenshot shows a search interface for the Risk Management Library. A search bar contains the word 'harassment' with a red 'x' to clear it and a green magnifying glass icon to search. Below the search bar is a blue header for 'Online Training Library'. Four training modules are listed, each with a graduation cap icon, a title, language options (En, Es), and a description. Two red arrows point to the 'Anti-Harassment Training' and 'Anti-Harassment Training for California Managers (AB1825-compliant)' modules.

Risk Management Library

harassment ✕ 🔍

Online Training Library

Abusive Workplace Conduct Prevention En Es
This HRCI-approved training defines abusive conduct and explores strategies for how to deal with it. It includes the negative effects of abusive conduct, how to recognize it, how to report it, and ways everyone can improve the workplace environment. Note for California employees and managers: This training module is now included in the Anti-Harassment Training (CA path) and Anti-Harassment Training for CA Managers courses. Time to complete is 30 minutes.

Anti-Harassment Management Overview En
This course is the starting place for all managers (except California managers) taking Anti-Harassment training. This training includes an overview of manager responsibilities, additional requirements customized by state as applicable, and what other courses are needed for compliance. (Note: California Managers should take AB1825 training instead.) Time to complete: 5-10 minutes.

Anti-Harassment Training En ←

This HRCI-approved training defines inappropriate behavior and unlawful harassment in the workplace. It provides strategies on how to recognize harassment, prevent harassment, and how to appropriately report harassment. This training is for all employees and meets requirements in all 50 states including California, New York, and Connecticut. (Note for California employees: This training is compliant with California's SB1343 and SB1300 and will also include Abusive Workplace Conduct Prevention to meet the one-hour requirement). Time to complete is 30-70 minutes.

Anti-Harassment Training for California Managers (AB1825-compliant) En ←

This training for California managers has been updated to meet California SB 1343 and 1300 requirements in addition to AB1825, AB2053, and SB-396. It combines our HRCI-approved, interactive Anti-Harassment training series into one two-hour course for California managers. The training includes the following sections:
•Management Overview: An overview of California law and manager responsibilities
•Anti-Harassment: How to recognize harassment in the workplace (including the harassment of protected classes), understanding the experience of those who are harassed as well as what motivates harassers, and what to do if you are ever personally harassed
•Investigating Harassment Claims: A guide to responding to harassment claims appropriately, including an interactive experience of conducting an investigation
•Abusive Workplace Conduct: Guidance on how to recognize and handle abusive conduct in the workplace. Time to complete is 135-150 minutes.

- Click the training module you want to use, and select “Play Training” from the pop-up window that appears. A new tab will appear in the browser and the training will begin.

To Get the Most from the Training:

To complete an individual training:

- Speakers
- Access to the internet
- An email address
- A way to print the certificate (either to paper or PDF)
- The ability to complete the quizzes

For a group-training session, you will need:

- Speakers
- Access to the internet
- A way to project/share the screen
- A sign-in sheet/census of attendees
- An emcee to monitor the progress of the course and help complete the quizzes

Once the training is completed, individuals will receive their own certificates and the administrator who assigned the training to that person will receive notification that it has been completed. Once group training is completed, your Shomer risk manager can assist with drafting the certificates of completion based on the census.

Recommendations:

- Especially for management, individual training can be easier to complete than group training because the assigned courses can be paused. The admin/DSD/DON of your facility can return to the course if they are unable to complete it in one sitting. Please note that the “pause” feature is only available on individual accounts who have the training assigned to them.
- In a group setting, we recommend doing a trial run of the program before attendees arrive. This way, you can confirm that the facility internet/firewall will not interrupt the showing, and that the sound/display systems are working properly.
- In a group setting, if you are providing multiple training dates, we recommend having a different person emcee for different days. The training is over 2 hours, and we are sure your employees will appreciate not having to watch it repeatedly.
- Both employee and management certificates of completion should be kept in a binder at the facility in case of inspection.