



Windsor
Heights
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Preventing Harassment and Discrimination in the Workplace

Proposal Date: 09/11/15

Mark Purcell
ATW Training Solutions
(515) 727-0731
mark@atwtraining.com

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Client Contact Information	Brett Klein bklein@windsorheights.org 279-3662	
Executive Summary	<ul style="list-style-type: none"> • City of Windsor Heights employees • Number of Participants: 30 	
Training Objectives	To offer an informative employee development session focused on how to proactively eliminate harassment, discrimination and bullying in the workplace.	
Proposed Session Details	Topic Summary	Facilitation Fees and Participant Materials
<ul style="list-style-type: none"> • Thursday, December 17, 2015 – 1 p.m. to 3:30 p.m. • Location To Be Determined (Des Moines, Iowa metro area) • Facilitator: Todd McDonald Bio 	<p>Preventing Harassment and Discrimination in the Workplace While Fostering Diversity</p> <p>Employees are entitled to work in a workplace free from harassment and discrimination. Unfortunately, what one person sees as acceptable behavior may be seen as unacceptable to others. It is these situations and more that can cause organizations lawsuits, low morale and other employee issues. In this session we will discuss different types of harassment including sexual. We will talk about the role that we each play in ensuring a workplace free from harassment and discrimination. Additionally, the session will discuss the issue of diversity within the organization and build a case for promoting diversity—not just dealing with it.</p> <p>Length: 2.5 hours</p> <p>After participating in this session, participants will be able to:</p> <ul style="list-style-type: none"> • Understand and identify potentially dangerous harassment and discrimination situations. • Deal with harassment situations if it happens to them or if they observe a potential situation. • Identify personal actions they should take to keep themselves and their organization out of court. • Understand that diversity is different from EEO or Affirmative Action. • See the importance and impact that diversity has on the overall productivity of the organization 	<p>Half day facilitation: \$2,000</p> <p>Participant Materials: No charge.</p>

	<ul style="list-style-type: none"> Define what it means to be culturally competent and use that awareness to be more effective <p><i>While the final content may vary, this description is offered as starting point for content purposes. ATW will work with key stakeholders to customize the content to meet your specific needs.</i></p>	
Estimated Total	Estimated Total	\$2,000
Cancellation Policy	If cancelled: <ul style="list-style-type: none"> 31 days or more before the scheduled date, 25% cancellation fee. 11 - 30 days before the scheduled date, 50% cancellation fee. 10 days or less before the scheduled date, 75% cancellation fee. 	
Acceptance	Acceptance of this proposal by signing below constitutes a contract for services.	

Accepted by _____ on _____ 2015 as a representative of City of Windsor Heights.

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