



On-line Workshop Harassment Intake/Referral Process

On-line workshop offered at no charge

To register for a workshop contact your agency training coordinator or your manager.

The Harassment Intake/Referral Process—is an **on-line** workshop which teaches designated employees the process for completing harassment intake forms. *The Harassment Intake/Referral Process* on-line workshop is a prerequisite for the Investigations workshop.

Upon Completion of this workshop, participants will be able to:

- Explain the process of taking a harassment referral
- Implement the Intake/Referral Process while addressing the issues of confidentiality and retaliation
- Accurately complete the Intake/Referral Form using the information gathered during the referral process