



COURSE PACK OVERVIEW AND CUSTOMIZATION

Ready Set > Respect is a fast-paced, action-oriented learning program designed to promote a positive workplace for all. Learners explore five microlearning courses and meet with their managers to identify opportunities to immediately apply new skills on the job. Each course comes with a downloadable workbook that can be customized for your organization. Knowing that teams love competition, learners can earn points, badges and rewards for course completion and using their new skills.

Identifying Bias

- Auditing personal unconscious biases and perceived company biases
- Identifying microaggressions
- Defining types of biases and prejudice (affinity bias)

Building a Respectful Workplace

- Acknowledging differences and diversity
- Empowering others to express concerns
- Knowing how body language may be disrespectful
- Understanding your responsibility to your workplace

Preventing and Resolving Concerns

- Recognizing and reporting problems and harassment
- Resolving concerns
- Listening actively and communicating constructively
- Recognizing workplace bullying
- Understanding confidentiality and reporting

Preventing & Addressing Sexual Harassment

- Identifying instances of harassment
- Recognizing subtle behavior that might not seem hostile
- Preventing and resolving retaliation
- Reporting and escalating concerns

Creating a Supportive Team and Culture

- Distinguishing between IQ and EQ
- Using empathy to acknowledge concerns
- Fostering a positive atmosphere that empowers all to succeed
- Encouraging recognition by peers and managers
- Creating a zero-tolerance culture
- Taking ownership of culture to build a supportive environment for all



With our Spoke learning experience platform, you can house job aids, training courses, company news, and other resources. There's even a community feature for sharing ideas and questions!