

# HR & Training News

VOLUME 1, ISSUE 11

SECOND QUARTER 2005

Developing People  
Creating A Competitive  
Advantage

P.O. Box 14301  
Dayton, OH 45413

Phone:  
800-238-0936  
937-339-9965

Fax:  
937-339-4882

Email:  
TreasAssoc@  
harassment  
prevention.com

Web:

www.harassmentprevention.com

## On-Line Store

As human resources and training professionals complete facilitator kits, which develop critical employee knowledge and skills can insure your success.

These multimedia packages include everything you need to be successful, making the programs easy to deliver:

- Scripted Leader's Guides with research and technical information.
- Participant Materials
- Power Point Presentations on CD-ROM.
- Participant exercises and activities.

These are comprehensive training experiences right out of the box. In addition, **train-the-trainer assistance is also available**

There are twelve kits available to you:

## Featured Fall Products

- **Harassment Prevention: The Grey Factor Facilitator (formerly Shades of Gray)**

It is imperative that persons who implement sexual harassment prevention training in their organizations completely understand the complex body of sexual harassment and discrimination laws. They also need to keep up-to-date with new cases that change the interpretations of these laws. This Facilitator Kit enables individuals to develop these competencies.

- **Discovering Diversity** Profile Facilitator Kit
- **Time Mastery** Profile Facilitator's Kit
- **Dimensions of Leadership** Profile Facilitator's Kit
- **DiSC Management Strategies** Trainer's Kit
- **Personal Listening** Profile Facilitator's Kit

## Facilitator Kits

- **Work Expectations** Profile Facilitator's Kit
- **DiSC Sales Strategies** Trainer's Kit
- **Team Dimensions** Profile Facilitator's Kit
- **Coping and Stress** Profile Facilitator's Kit
- **Adventures in Attitudes** Trainer's Kit
- **Personal Learning Insights** Profile Facilitator Kits

All facilitator kits from Inscope Publishing include self-assessment profiles. These profiles enable participants to have an accurate view of who they are and how they practice the program's skills prior to the training. The profiles can also be used post training to determine the transfer of learning to job applications. Visit [www.harassmentprevention.com](http://www.harassmentprevention.com) for pricing.

## Over \$40 Million To Be Paid To Victims in EEOC Sex Bias Suit Against Morgan Stanley

**"This is a watershed in safeguarding and protecting the rights of women,"**

**said US District Judge Richard Berman.**

US investment giant Morgan Stanley settled a sex discrimination lawsuit case for \$54m. in July. The trial was based on the claims of 340 women, some who made millions of dollars a year as executives, saleswomen and administrators. The EEOC charged that as a class, wo-

men were paid less and promoted less often than their male counterparts. And as part of their efforts to prove "a pattern and practice" of discrimination, EEOC lawyers were prepared to introduce evidence of lewd behavior and sexist comments. Women claimed they were groped, and suffered office antics such as stripteases and

breast-shaped birthday cakes. Under the terms of the deal, Morgan Stanley will pay a total of \$54m, 40m of which will go to the 340 claimants. Twelve million will go to Allison Schiefelin, whose complaint, filed in 1998, started the landmark case.



## Time's a wasting—particularly at the office, survey finds

Abstracted From HR News July 05

**A good deal of time is wasted, according to findings of a web survey released July 11. Non-work, Internet use, young workers, people in Kentucky and those working in insurance are the top culprits, the results indicate.**

American Online and Salary.com conducted its research among 10,444 employees, including AOL.com users and members, Salary Wizard users and corporate human resource professionals.

The average employee admits to slacking off 2.09 hours per day.

That adds up to \$759 billion in salaries for which companies receive no apparent benefit, AOL said. Non-work Internet use (44.7 %) and co-worker socializing (23.4%) were the top two ways workers said they wasted time at work, the survey found. That included email, instant messages, online polls, interactive games, message boards and chat rooms.

Among other survey findings:

- Insurance (an average of 2.5 hours wasted per person per day), non-education public-sector jobs (2.4 hours) and research and

development (2.3 hours) are the industries where employees waste the most time.

- Kentucky is the No. 1 state for time wasting, with an average of 4.0 hours wasted per person per day. Following it are Missouri (3.5 hours per person per day); Nevada (3.1) hours); Mississippi (3 hours); Wisconsin and Indiana (2.8hours).
- Baby boomers, those born between 1950 and 1959 (ages 46-55) waste 0.68 hours per day compared to those born between 1980 and 1985 (ages 20-25) who say they waste nearly two hours per day.

## Helpful Tools

### Templates

Abstracted from Presentations July 2005

by Stephen Regenold

**www.PowerPointBackgrounds.com** has a stock of more than 800 unique slideshow backgrounds. The royalty-free backgrounds, created for PowerPoint, include designs for title pages and more. The company sells its backgrounds in graphical themed sets of 10. The sets can be downloaded from the Web site or mailed out on a CD-ROM. A single set of backgrounds is \$17.00.

### Stress Management

#### iserenity.com

Abstracted from Successful Meetings April 2005

**www.iserenity.com** offers a relaxing Web-based experience that delivers soothing sounds and images designed to reduce stress and calm nerves. Many of the sound environments offer sound-masking capabilities that help block outside noises as well as keep conversations private. The most calming aspect of the site is that it is free.

### Healthy Environments

#### IQAir HealthPro Plus

For 36 million Americans who suffer from hay fever, or are sensitive to poor indoor air quality, this is the ideal air purifier. It removes allergens, dust, mold spores, gaseous contaminants and more. This purifier uses the same technology as is used in sterile rooms and hospitals. It is available locally from **Turn-Key Environmental Consultants - 937-335-8807**

## The Ten Biggest Mistakes in Developing a Training Strategy

Abstracted Performance in Practice by Bob Sautter

1. Not defining the scope of the planning process.
2. Having the wrong people on the planning team.
3. Collecting too little or too much data.
4. Not involving senior management early enough.
5. Not adequately evaluating the current training system.
6. Not doing any benchmarking.
7. Tolerating inadequate support systems.
8. Devoting inadequate time to financial implications.
9. Not putting a results measurement system in place.
10. Having a flawed implementation plan.

Careful attention to each of the many elements, relationships, and phases in the development of a training strategy will pay long-term dividends.