

# Telephone Seminar Evaluation

Please complete this form and fax it to 1.952.996.2702, or email it to [eshcomments@cigna.com](mailto:eshcomments@cigna.com)

Your Company: \_\_\_\_\_

Seminar Date: \_\_\_\_\_ Company City, State: \_\_\_\_\_

Presenter: \_\_\_\_\_ Title of Seminar: \_\_\_\_\_

Please state your agreement/disagreement with the following statement using this scale.

4 Strongly Agree	3 Agree	2 Disagree	1 Strongly Disagree
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## 1. SEMINAR CONTENT:

- |  |   |   |   |   |
|--|---|---|---|---|
| a. The information I received was helpful. | 4 | 3 | 2 | 1 |
| b. The seminar met the stated objectives.  | 4 | 3 | 2 | 1 |

## 2. SPEAKER EVALUATION:

- |   |   |   |   |   |
|---|---|---|---|---|
| a. The speaker presented the information clearly. | 4 | 3 | 2 | 1 |
| b. The speaker responded well to participants.    | 4 | 3 | 2 | 1 |
| c. The speaker was knowledgeable on the subject.  | 4 | 3 | 2 | 1 |

3. Overall I was satisfied with the seminar presentation. 4 3 2 1

4. What part(s) of the seminar did you like best, and why?

5. What part(s) of the seminar did you like least, and why?



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# Awareness Check Instrument

## What do you know about sexual harassment on the job?

### TRUE OR FALSE ?

- T \_\_\_ F \_\_\_ 1. If your intentions are good, your behavior isn't sexual harassment.
- T \_\_\_ F \_\_\_ 2. People who are sexually harassed usually do something to invite it.
- T \_\_\_ F \_\_\_ 3. Asking a co-worker for a date is not sexual harassment.
- T \_\_\_ F \_\_\_ 4. Sexual harassment is a minor annoyance; it never really hurts anyone.
- T \_\_\_ F \_\_\_ 5. Men as well as women are sexually harassed.
- T \_\_\_ F \_\_\_ 6. Sexual harassment should be worked out between the harasser and the person being harassed. It's no one else's concern.
- T \_\_\_ F \_\_\_ 7. Both men and women can be harassers.
- T \_\_\_ F \_\_\_ 8. Harassers always choose victims they find attractive.
- T \_\_\_ F \_\_\_ 9. Sexual harassers are motivated to harass by the desire for sex or sexually oriented fun.
- T \_\_\_ F \_\_\_ 10. Most sexual harassment victims readily report harassment right away.
- T \_\_\_ F \_\_\_ 11. If no one complains about your behavior, that means you are not offending anyone.



# ANSWERS:

## Awareness Check Instrument

**What do you know about sexual harassment on the job?**

### TRUE OR FALSE ?

1. False.
2. False.
3. True.
4. False.
5. True.
6. False.
7. True.
8. False.
9. False.
10. False.
11. False.



# Confronting Strategies

- **Be assertive:** Tell the person in specific terms what you find offensive about the behavior, its impact on you and what you would prefer. For example: “When you put your arm around me it makes me uncomfortable, so I don’t want you to touch me anymore.”
- **Hold the person accountable for their actions:** Don’t make excuses for them and don’t pretend it didn’t really happen. Don’t minimize the behavior. Report their behavior to the appropriate company representative.
- **Document what happened:** Keep a journal, a log of specific incidents, dates, times, places, witnesses and the nature of the harassment.
- **Stick to your own agenda:** Don’t let the person’s behavior get you off track—do not respond to any excuses or insults. Their behavior is the issue, not yours.
- **Reinforce your statements with strong body language:** Assertive body language will show the person that you mean what you say. Make direct eye contact, hold your head up and take a strong, serious stance. If the person is standing, do not sit—this puts them in a position of power. Don’t smile, joke, laugh or appear timid in any way.
- **Respond with the appropriate voice tone:** It isn’t necessary to yell at someone to get them to pay attention to you. In fact, conversational tones are the most effective and convincing. Use a steady, calm, firm tone of voice and combine this with a physical response, if necessary. For example, removing his/her hand from your body as you make your statement.
- **Do not blame yourself:** Many victims of sexual harassment feel a sense of guilt over the harassment and assume that they may have influenced the person’s behavior somehow. This is not true. It is important to get some emotional support during this stressful time through friends, family and your EAP.

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