Department:
Risk Management

Course Description:
This course provides a comprehensive overview of the assessment and prevention of workplace violence. The course also examines intervention strategies and procedures.

Course Competencies:
Upon completion of the course, the student should be able to:
1. Describe the scope of workplace violence and prevention, distinguishing between facts and myths.
2. Identify the different forms of violence.
3. Describe behaviors that may result in overt violence.
4. Develop a workplace violence prevention program, and explain how to keep it updated.
5. Explain the importance of pre-employment screenings in the prevention of workplace violence.
6. Review termination and layoff procedures from a risk management perspective.
7. Write policies and rules for acceptable workplace behavior and discipline procedures.
8. Develop a crisis response plan and an internal communication plan.
9. Develop an incident reporting plan for all employees to report suspicious behavior.
10. Provide employers and employees with training to mitigate the risk of workplace violence.

Course Content:
A. Violence in the Workplace
B. Workplace Violence: A Safety Issue
C. Workplace Violence: What’s at Stake
D. Developing the Program
E. Developing the Plan
F. The Legal Ramifications
G. Domestic Violence
H. Racial Harassment
I. Sexual Harassment
J. Disability Harassment

Learning Assessments:
Course competencies will be assessed by use of discussion questions, graded assignments, case reviews, a research paper, quizzes, and exams.
Instructional Materials:

Workplace Violence and the Facility Manager, Gustin, Fairmont Press, 2013

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.