

# Sexual Harassment Training Options in NYS

State law requires all New York employers to train employees on sexual harassment prevention each year. *The first training must be done by October 9, 2019.*

## There Are **4 Ways** to Meet This Requirement:

### 1. Employees Watch Free NYS Labor Department Videos (Good for small staffs in a single location with low turnover):

- Visit [state's prevention website](#) for model policies, complaint forms and training materials
- Create/update a workplace sexual harassment prevention policy customized for your business
- Create or update your business's sexual harassment complaint form
- Prepare for the training by:
  1. Downloading the in-person training script and slideshow
  2. Reviewing the "frequently asked questions" to prepare for employee questions
  3. Providing the training videos to employees:  
[Part 1 \(19 minutes\)](#) | [Part 2 - Case Studies \(22 minutes\)](#)  
*Have employees watch individually or as a group and set a deadline for watching*
- Meet with staff individually or as a group. Use the script, slideshow and FAQs
- Have all employees sign a [form acknowledging](#) that they took the training

### 2. ProKnowledge Interactive Webinar Presentation:

- Cost is \$29 per person
- On-demand webinar that meets the law's interactive training requirement
- No staff meeting required
- Participation report generated

### 3. On-site training by [ProKnowledge](#) OR instructor-led live webinar for your staff:

- Call 518.786.1338 for pricing
- Meets the law's interactive training requirement
- Employees get questions answered in real time
- Participation report generated

### 4. Instructor-led class at [ProKnowledge's](#) location near Albany OR open enrollment live instructor-led webinar:

- Cost is \$99 per person
- Meets the law's interactive training requirement
- Employees get questions answered in real time
- Participation report generated

Visit [Combating Sexual Harassment in the Workplace](#) for more information.