Guide to Skillsoft Module

If your role requires you to complete the Skillsoft module **"Preventing Harassment and Violence in the Canadian Workplace",** you will not require an account to access the module, only the link below.

The training module is a 21 minute video that includes a test question between sections and a short quiz at the end.

PLEASE NOTE: You must complete the training in a single session in order to track your progress, it will not be saved once you exit the program.

Step 1. Use the link below to enter the training site:

https://www2.skillsoft.com/resources/preventing-harassment-and-violence-in-the-canadian-workplace/



Step 2. If a "conditions of self-monitored training" screen appears, click the Agree button

Step 3. Click the Play icon located at the bottom of the screen (left side) to begin the module



Step 4. At the end of each section, there is a test question. Once you have answered the multiple-choice question, click Done. Click "Next Topic" to continue.

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▶ Open	Menu Panel Recognizing Workplace Harassment		Save and Exit 🗙
	Question		
	Which behaviours are likely to be considered harassment?	Calling your co-worker a "busybody chatterbox" behind her	-
		Rubbing a co-worker's shoulders after he has asked you to	
		not to	
		your head every time he walks by in the cafeteria	
		 Sending your colleague a card on her birthday 	
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Step 5. At the end of the videos, a Course Test page will appear. Click "Take Test".

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	Open Menu Panel	Course Test	Save and Exit 🗙	Q
		Course Test		
		Preventing Harassment and Violence in the Canadian Workplace		
٤.		Review your course completion status. Completion Status	\bigwedge	
		There are 4 questions in the course test.	\leq	
		Course Test Results		
		Summary Details		
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Step 6. Once you have completed the final test, **you will need to save a copy of your completion record** by clicking the Printer icon. A PDF will appear and you can click the Print button on the PDF. Use the pull down menu to select the "save as a PDF" option (an alternate option is to take a computer screen shot and save it to a Word Document). Please send your completion record to the synod office and/or your parish administrator if they are tracking your safe church training for you.

Player Results Information - Google	le Chrome — 🗆 🗙	
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Completion Statu	us Report	×
Student Name	Close Menu Panel Course Overview	Save and Exit 🔀
Course Title	Preventing Harassment and Violence in the Canadian Workplace	
Start Date	Jul 29, 2022	
Completion Status:	In Progress	
Completion Criteria :	Visit all content or achieve a score of 0% on the course test	
Content Viewed :	You've visited 7% Progress	×
Test Score :	Not Taken purse by meeting the following criteria:	? 📇 Save and Exit
Test Scores	Visit all content Achieve a sc	core of 0% on the course test
	First Current Higher	View Course Test
Course Test		
()	Company t You've visited 7%	Not Taken
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<u> </u>	Nothing herein, or in the course materials, shall be construed as professional advice as to any	particular situation or constitute a legal opini