

Bullying & harassment awareness training

Duration:

One day

Objective

To raise awareness for staff of potential bullying and harassment in the workplace including a clearer understanding of the importance of policy and procedures and to give participant's the knowledge of how to recognise and tackle bullying and harassment within the organisation.

Contents

Defining bullying and harassment in the workplace - the difference between bullying and aggressive management

Recognising bullying behaviour in yourself and others

Organisational culture and its impact on bullying and harassment

The effects of bullying and harassment on the individual and the organisation

The legal position, bullying harassment and the law

Tackling the problem - identifying roles and responsibilities of employees and management

How to prevent bullying - communication skills, assertiveness, forms of denial, prejudice, dignity and tolerance, conflict management

Organisational issues - participants share experiences and strategies to deal with bullying and harassing behaviours

Who should attend

This programme is designed for all employees and serves as a good preventative to help staff identify behaviour within themselves and others that may be construed as bullying and/or harassment.

Course benefits

By the end of this seminar, candidates should be able;

To define the terms bullying and harassment in relation to the workplace

To raise awareness of the effects of bullying and harassment at work

To become familiar with in-house policy and procedures

To be able to recognise & tackle bullying & harassment professionally within the organisation

Additional information

Middle and Senior levels of Management may also be interested in our one-day programme on Bullying and harassment in the workplace, which is designed to help you 'manage out' this type of behaviour.

Certificates

All delegates who successfully complete this course will be issued with a certificate of attendance.

Trainers background

The trainer for this course is a Fellow of the Chartered Institute of Personnel Development and holds a variety of coaching qualifications which she uses in performance coaching and change management. She is especially well-suited to training programmes which involve problem solving, both with people and situations, and issues relating to human resource management.