

Managing Dignity at Work

Duration:

One day

Objective

All staff have the right to be treated with dignity, respect and courtesy. The workplace should be free from harassment, bullying, victimisation and discrimination and employees have a right to be valued for their skills and abilities. This one-day Dignity at work programme covers behaviours that constitute discrimination, bullying and different forms of harassment. This training course explores the legal framework and your obligations to developing and/or implementing a dignity at work policy and how inappropriate behaviour should be properly addressed.

Contents

This one day programme includes: -

- Key Legislative Responsibilities
- How and Why People Bully
- Work Related Case Studies
- Challenging and Reporting
- Defining and Recognising Bullying and Harassment
- Personal, Team and Organisational Consequences
- Bullying versus Legitimate Performance Management
- Key Skills and Behaviours for Success

Who should attend

This programme is designed for Managers and Supervisors to help them identify behaviour of others that may be construed as bullying and/or harassment. It also serves as a useful reminder for all staff of the types of behaviour which are unacceptable in today's workplace.

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 Dealing with Bullying and harassment in the workplace, which is designed to help 'manage out' unwanted behaviour.

Certificates

All delegates who successfully complete this course will receive a Certificate of attendance.

Trainers background

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