

Dignity at Work Awareness

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 awareness programme covers behaviours that constitute discrimination, bullying and different forms of harassment. Discussion will focus around your organisation's Dignity, Diversity and Equality Policies. The trainer will explain what your Senior Management Team would view as inappropriate behaviour and how the organisation expects it's employees to feel valued and that they should never feel their position threatened.

Contents

This one-day programme includes: -

Key Legislative Responsibilities

How and Why People Bully

Work Related Case Studies

Examples of Dignity, Diversity and Equality Policies

How the company will monitor and evaluate effectiveness

Defining and Recognising Bullying and Harassment

Examples of a company's Disciplinary Procedures and approach

Employee responsibilities v Management responsibilities

Identifying inappropriate behaviour in others

The next step

Who should attend

This programme is designed for all staff to help them identify behaviour in themselves and others that may be construed as bullying and/or harassment. It 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 explain what their organisations policy is in relation to maintaining dignity at work and dealing with bullying and/or harassment

Additional information

Middle and senior levels of management may also be interested in our one-day programmes on Managing Dignity at Work and also Dealing with Bullying and Harassment in the workplace, which are both 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 has a PhD in Human Resource Management and designs and delivers bespoke learning interventions in the areas of Management, Personal development, and HR related programmes. She has an extensive track record, spanning over 20 years, in delivering practical, innovative and effective programmes which equip employees to enhance their productivity and work

performance.