



Bullying and Harassment in the workplace



Overview

This one day course looks at the issues caused by bullying and harassment in the workplace, what organisations can do to prevent it and how to recognise, investigate and deal with it appropriately.

Target Group

This course is aimed at managers and senior staff within any organisation who wish to develop their understanding of this issue.

Objectives

By the end of this course delegates will be able to;

- ✗ Understand the main elements and implications of bullying & harassment
- ✗ Understand the roles and responsibilities of employers and employees
- ✗ Demonstrate a commitment to equal opportunity
- ✗ Demonstrate an improved awareness of available interventions

Course Content

Below is an overview of the topics that are covered. (Please note that if this course is delivered on an in-house basis, the content can be tailored to meet your specific requirements and address any issues you may have.)

- ✗ Defining and recognising bullying
- ✗ Workplace cultures
- ✗ The effects of bullying and harassment
- ✗ The legal position / company policy
- ✗ Duty of Care – managers and staff
- ✗ Case Study
- ✗ Interventions: formal & informal
- ✗ Assertiveness
- ✗ Shared experience – Plenary

Outcomes

Each delegate will receive individual developmental feedback and will be asked to complete a personal action plan to identify key changes to implement and skills to practice