

Bullying and Harassment : Raising Awareness

“Bullying” and “Harassment” are terms that can be widely misunderstood and at times overused. Both exist in almost all organisations and require to be dealt with immediately, decisively and with fairness.

AIMS:

The aim of the workshop is to raise awareness of the potential for bullying and harassment in the workplace and to give participants a clearer understanding of in-house policy, procedures, and expectations for both themselves and their colleagues who may be being bullied or harassed.

OBJECTIVES:

By the end of the programme participants will be able to:

- be clear about the terms and the meaning of bullying and harassment
- raise awareness of the incidence of bullying and harassment in the workplace
- be familiar with in-house policy and procedures
- know how to recognise and tackle bullying and harassment within the organisation

COURSE CONTENT:

This programme is available as either a half day (3hours) or full day (6 hours) workshop.

The half day workshop would cover the following topics:

- Introduction and expectations
- Ground rules
- Characteristics and definitions
- Statistics
- Examples from the workplace
- The legal position
- In-house policy
- The ‘costs’
- Practical suggestions

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Bullying and Harassment : Raising Awareness Cont'd.

In addition to the above, the full day workshop would also cover:

- Prejudice and tolerance
- Common forms of denial
- Emotions and coping
- Anger and conflict
- Pressure of work
- Stress and its effects
- Communication styles
- Assertiveness vs. aggression

The training will be delivered by a variety of methods including didactic presentation, individual, small and group exercises, discussion and the sharing of the participant's own experience.

Participants are encouraged to come prepared with examples.

Bookings and further information about this and all the other training programmes offered by Interface Training Ltd. can be obtained from Maggie Murray Harris (Director), Interface Training Ltd. - Telephone: 0131 554 2892 (office) / 07711 703810 (mobile) or E-mail: maggie@ukgo.com

Interface Training Ltd.
(Registered in Scotland, SC267991)

Tel: 0131 554 2892

Fax: 0131 467 0526

E-mail: maggie@ukgo.com