Bullying and Harassment

edify training
Health & Protection

Course Number
SC0216

Validity
3 Years

Duration
Full Day

Formal Assessment
No



Introduction
- Introductions
- Course overview

Course Content
- Defining bullying & harassment
- Contrast with aggressive management
- Recognising bullying behaviour in yourself
- Organisational culture
- Effects on individuals and the organisation
- Relevant legislation
- Tackling the problem - roles & responsibilities
- Prevention
- Communication
- Assertiveness

> *Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves .*

"bringing training to life"

This course is designed to raise staff awareness of potential bullying and harassment in the workplace, including a clearer understanding of the importance of policy and procedure. Participants will be given the knowledge to recognise and tackle bullying and harassment within the organisation.

Course Content
- Forms of denial
- Prejudice
- Dignity & tolerance
- Conflict management
- In-house policy & procedure
- Summary & evaluation

Course Outcomes
Delegates will be able to define and understand the terms "bullying" and "harassment" in relation to the workplace. They will gain significant insight into the effects of bullying and harassment at work. The course will look at existing in house policy & procedures. Staff will learn to recognise and tackle bullying and harassment within the organisation.