

Bullying and Harassment

Overview

Duration: Half Day

This course covers the sensitive and important issue of bullying & harassment and is intended for all employees.

The consequences of not training your employees on this subject could be extremely damaging to your organisation.

This training will help develop the awareness and understanding of bullying and harassment for attendees.

Description

Harassment and bullying behaviour in the workplace is unpleasant and offensive. It can affect an individual's professional performance and psychological welfare, and can be so destructive that the effects continue after work, devastating personal lives as well as careers. Harassment and bullying can result in low morale, increased sickness absence or resignations.

If a complaint is made to an Employment Tribunal, or civil proceedings taken to court, an organisation may also suffer expensive litigation, adverse publicity and a loss of customers. It is in everyone's best interests to have a workplace free of harassment and bullying.

This course sets out to answer the common questions, concerns and legal implications of bullying and harassment in the workplace. It looks at the issue of bullying and harassment from every perspective and help provide attendees with useful advice in dealing with issues as the victim of harassment, the organisation, or the accused.

Topics covered:

- **What is Bullying & Harassment?** – Identifying the legal definition as well as what it means to the participants
- **What Actions Constitute Bullying & Harassment?** – Reviewing several case studies and interpreting whether the actions might constitute bullying and/or harassment. Also looking at the methods used and actions which could be interpreted as bullying and harassment
- **Is it Strong Management or Bullying?** – Understanding the need to be cautious in our management approach as well as providing specific advice on how to ensure actions are not viewed as bullying

- **The Impacts of Bullying & Harassment** – Discussing the impact of bullying on the victim, the accused and the organisation. As well as the likely impact of false allegations
- **Manager Guidelines and Individual Responsibilities** – Providing specific advice for managers and individuals to ensure that they foster an environment that discourages bullying and harassment
- **The Law Regarding Bullying & Harassment** – Focusing on the legal aspects of harassment and how cases are brought against individuals and organisations
- **Handling Allegations of Bullying & Harassment** – Six key actions to ensure that participants handle allegations in the correct manner. These will support any policies and procedures already in place
- **Dealing with Bullying & Harassment Scenarios** – An examination of several case studies and the preferred actions to take in each case. This will help participants appreciate how to deal with cases from different perspectives, i.e. if they are harassed, if they feel others are etc.

Who Should Attend?

Anyone who manages people.