

In-house training course details

Bullying in the Workplace: Fundamentals for Managers

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Bullying in the Workplace: Fundamentals for Managers

Course Background

Employers and staff have become increasingly aware of the detrimental effect bullying and harassment can have on individual, team and organisational welfare.

The HSE Management Standards specifically highlight managers' responsibilities regarding workplace bullying and harassment.

Purpose:

This 1-day training course is designed to give an understanding of bullying and harassment within the workplace for those with managerial responsibility.

Overview

This course aims to provide participants with an introduction to the subject of bullying within the workplace. The combination of theory and participation provides delegates with the opportunity to clarify the fundamentals surrounding workplace bullying and harassment and to explore and discuss the practicalities and problems involved in managing such a policy.

Training Delivery

Training will be delivered in a relaxed, informal and flexible manner, with emphasis on the opportunity for questions and discussion. The learning process is very interactive and involves a variety of exercises designed to educate and motivate the participants.

Learning objectives

- How to understand the different forms bullying can take and how to recognise them
- Appreciation of the possible short and long term effects bullying may have on the victim, their family and associates, the organisation and the economy
- How to establish if there is a bullying culture within your organisation
- To learn effective strategies for dealing with workplace bullying
- Obtain an overview of current relevant employment law
- How to effectively investigate allegations
- How to support all parties in an investigation
- How to manage the 'aftermath' when an allegation has been concluded

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Course Content

Areas that will be covered

- Defining workplace bullying and harassment
- The difference between 'bullying' and 'firm management'
- Bullies and their victims - exploring the myths
- The 'costs' of workplace bullying: to the organisation, to the victim and to their colleagues
- The links between bullying and stress
- How to tackle bullying
- Current legislation
- Effective management of the organisation's policy on bullying and harassment
- Assessment of risk: effective prevention is better than effective detection
- Investigating complaints
- Managing the aftermath

Duration: 1 day

Number of participants: 6 - 12

Price: £1,075 + Vat per course

