



## **UNDERSTANDING AND PREVENTING BULLYING & HARASSMENT WORKSHOPS**

**Bullying can be difficult to identify, prevent and respond to.**

Australian workplaces are susceptible to the effects of bullying behaviours. Workplace bullying is cutting into profits, affecting staff retention and causing serious damage to workplace reputations.

Bullying and harassment is recognised as one of the major contributors to workplace stress. It has a detrimental effect on both individuals and organisations making for an unhappy and ineffective working environment.

**Respect at Work** will unpack the simple yet affective messages of respect, fairness and empathy that underpin workplace policies and legislation.

**Respect at Work** will work with your teams to identify both appropriate and inappropriate workplace behaviours and the impact of each to the workplace culture.

Employers have a responsibility to provide a workplace free from bullying and inappropriate behaviour. All Managers and Supervisors have a key role to play in preventing and dealing with workplace bullying. All Employees have a duty of care to each other to keep their workplace behaviour acceptable and mentally safe for everyone.

**Respect at Work's UNDERSTANDING AND PREVENTING BULLYING & HARASSMENT WORKSHOPS** assists participants to:

- Understand what bullying is **and** isn't,
- Not be a target and/or not exhibit bullying behaviours,
- Understand their rights and responsibilities under workplace policies and bullying and discrimination legislation,
- Workshop practical ideas and strategies for preventing bullying and harassment,
- Deal with allegations before they escalate.

To discuss how **Respect at Work** can assist your teams:

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## UNDERSTANDING AND PREVENTING BULLYING & HARASSMENT

### Workshop Content

6 hours duration

**Part 1** examines the definitions of workplace bullying and unpacks inappropriate behaviour

- What workplace bullying is and isn't
- What is inappropriate behaviour
- An overview of unconscious bias and how it effects our behaviour
- The importance of language (inappropriate behaviour vs. bullying)
- What bullying looks like and why people bully
- Individual activities

**Part 2** looks at why this matters, how workplace behaviour can impact on others in a negative way and the importance of active bystanders and support networks.

- The effects and costs of bullying – individually and for the organisation
- Relevant bullying and discrimination legislation and workplace policies
- Case law examples
- Duty of care
- Scenario activity

**Part 3** covers responding to bullying and harassment.

- Options, principles and tools for responding to bullying behaviour
- Complaint options
- Best practice management

**Part 4** covers cultural change and looks at how organisations can move on from having a toxic environment to proudly exhibiting a positive and safe workplace culture.

- Rights and responsibilities moving forward
- Ensuring a safe, fair and respectful workplace culture

FEES | Contact **Respect at Work** for a training chat and a quote



We're all responsible for our workplace culture

2018