



Dignity at Work

Dignity at Work Outline

This Training will:	Course Outline
<p>Bullying and harassment are destructive to the recipient, the perpetrator and the organisation, and can be challenging for managers to deal with.</p> <p>This workshop is designed to :-</p> <ul style="list-style-type: none"> ❖ provide clarity, guidance and direction for managers and staff within this area by defining what is bullying and harassment and how to prevent it by using appropriate behaviours/skills to promote dignity and respect at work ❖ help managers and staff to understand and establish acceptable behaviours and language within the workplace ❖ provide participants with methods to explore each other's behaviours and language ❖ give guidance and practice on communicating with positive intent and integrity at all times 	<ul style="list-style-type: none"> ❖ Defining and Recognising Bullying and Harassment ❖ Personal, Team and Organisational Consequences ❖ Key Legislative Responsibilities ❖ How and Why People Bully ❖ Work Related Case studies ❖ Challenging and Reporting ❖ The role of a dignity at work policy in developing a positive and healthy culture and work environment ❖ Tackling inappropriate behaviour ❖ Performance management distinguished from bullying ❖ Investigating an allegation of bullying or harassment ❖ Informal and formal routes to resolve complaints