

# Harassment and Bullying

A 90-minute virtual session

## Overview

This virtual session focuses on how to recognise and manage harassment and bullying in the workplace. It will increase participants' confidence in managing behaviour proactively, informally as well as formally. It also encourages a preventative approach whereby expectations are clearly defined, roles and responsibilities are understood, and appropriate action taken to support a working environment where everyone is treated with dignity and respect at work. The virtual session can be tailored for an audience of employees or a mixed audience of managers and employees.

This virtual session is complemented by separate virtual sessions on '**Diversity and inclusion**' and '**Breaking bias**'.

## Audience

Anyone in organisations where it is beneficial to create more awareness, get more buy in to these important areas, promote positive behaviours and minimise risk:

- HR / employee relations advisers
- Line managers
- Employees

## Special feature

This programme can be tailored to particular settings.

## Learning objectives

- Understand what is meant by harassment and bullying
- Know the potential impact of harassment and bullying on individuals, teams and organisations
- Understand the legal risk in relation to harassment and discrimination
- Be able to manage unacceptable behaviour informally and formally
- Adopt a positive and preventative approach

## Virtual session outline

### 1 Welcome, agenda, overview

- Objectives and agenda

### 2 The context

- The extent of harassment and bullying at work
- A potential challenge issue for ALL organisations

### 3 Unacceptable behaviour

- Definitions of harassment and bullying
- Examples of behaviour that can constitute bullying and harassment
- Effects of harassment and bullying at work

#### **4 Risks to the organisation**

- The law in relation to harassment and bullying
- Other risks to the organisation
- Minimising risk

#### **5 Organisational perspective**

- What it means to your organisation
- Policies and procedures
- Roles and responsibilities

#### **6 Recognising harassment and bullying**

- Scenarios – harassment or bullying?
- The problem with banter
- The litmus test

#### **7 Taking action**

- Informal and formal action
- Putting it in practice: Scenarios
- Knowing the steps to take and support available

#### **8 A preventative approach**

- Being a role model
- Setting clear standards

#### **9 Action plans and next steps**

- Participants reflect on how they will transfer this learning into the workplace and further development as appropriate

For a no-obligation discussion about running this programme for your organisation on an in-house basis, just give us a call on **01582 463462**.