

Workplace Harassment: What Is It & What To Do About It

COURSE OVERVIEW

How do you prevent harassment from occurring? What sorts of policies should be in place? And if a complaint is filed, what will we do? All of these questions will be answered in this workshop.

KEY SUBJECT AREAS

- Defining harassment
- The purpose of training
- Creating a harassment policy
- Other prevention strategies
- Nipping it in the bud and protecting yourself
- What if it happens to me?
- What if it's happening to someone else?
- Someone has filed a complaint against me!
- Addressing a complaint
- Handling false complaints
- Mediation
- Investigating a complaint
- Making the decision and creating solutions
- After it's over

LEARNING OUTCOMES

This workshop will enable the participant to:

- Explain what is acceptable behavior in the workplace
- Define the various types of harassment
- Assist in creating a harassment policy
- Demonstrate some ways to protect yourself from harassment
- Understand the complaint process
- Identify situations where mediation is appropriate, and understand how mediation works in those situations
- Know what to do if a complaint is false
- Help your workplace return to normal

Discover how to be more proactive at preventing workplace harassment.

Duration: 2 Days

Unique features

The Workplace Harassment Workshop is designed to meet current market trends.

- Professional facilitators use the most up to date accelerated learning techniques.
- An interactive, relaxed atmosphere with real world examples.
- Modern presentation methods using audio and visual presentations.

Who should attend?

Any business that wants to become more proactive in preventing workplace harassment from occurring, and more effective at dealing with it should it occur.

Includes...

- Resource material & workbook.
- Training 101 Certificate
- Quick reference guide.

Contact us for more information
or to register on a workshop:

P: 0800 801 233