

# Bullying & Harassment In the Workplace

WORKPLACE  
TRAINING  
& SUPPORT  
SERVICE

Target Audience: **Individual (all levels of employees)**

Workshop Duration: **3 hrs (or 2 x 1.5 hrs)**

Recommended Group Size: **Min. 6 – Max. 24**

## Workshop Overview:

Workplaces have a vital role to play in creating productive work environments free from bullying, harassment and discrimination. This 3 hour program is designed as a refresher for staff on their roles and responsibilities ensuring that staff are aware of current workplace policies and procedures. It has practical tools that can be applied to support the prevention of and to stop bullying and harassment in the workplace.

## Primary Objectives:

- Raise awareness of, and understand the roles and responsibilities of managers and staff in relation to bullying & harassment in order to create a strong workplace culture around acceptable behaviour.
- Define and understand terms and concepts related to bullying & harassment.
- Gain confidence to effectively deal with, prevent and or stop bullying and harassment in the workplace.
- Apply relevant Policies and Procedures.

## Learning Outcomes:

- Understand specific workplace Policies and Procedures.
- Understand appropriate workplace behavior.
- Define of bullying & harassment and how it starts.
- Identify responsibilities of managers and employees.
- Effectively deal with bullying & harassment.

## Key Topics:

- Workplace Policies & Procedures.
- How bullying & harassment starts.
- What constitutes bullying & harassment and key factors involved.
- Individual responsibilities.
- Options for dealing with bullying & harassment.

## Resources:

- Program notes

For further information please contact: [admin@ozhelptasmania.org.au](mailto:admin@ozhelptasmania.org.au) or phone: (03) 6231 0919