

Course Outline

“think
learn?
succeed”

“smart training for clever people”

Bully Busting at Work

1/2 Day

Bullying can happen in any workplace. No-one deserves the physical and psychological abuse it involves. All managers and employees have an obligation to free the workplace of bullying, harassment, discrimination and violence. In this course you'll find out what you're expected to do – as a staff member- to keep your workplace safe and bully-free. You'll also hear how to recognise, prevent and deal with bullying at work.

What you'll learn to do in this course

You'll come out of this session with powerful tools for dealing with bullying at work. We'll bring theory to life and tell you how to succeed. A range of practical tips will be presented to you. You'll talk through examples and enjoy practical exercises. At the end of the course, you should be able to:

- Know the difference between bullying, harassment and discrimination
- Describe typical tactics that bullies use
- Understand the effects of bullying
- Act on your company's policies and procedures on bullying
- Respond appropriately to workplace bullying
- Prevent bullying in your business

Topics you'll cover

- Why discrimination, harassment and bullying matter
- What is – and isn't - workplace bullying?
- Your responsibilities to keep the workplace safe
- What to do if you see bullying happening
- Bully-proofing your team

What others have said about the course...

'Good course with great balance and theory practice, examples and how to apply to working environment'
Ashwin. DFS 2013

'I have learnt a lot from this module and will be able to apply the methods taught on a daily basis'
Jo. SE Timber 2015

'Very intriguing and full of information which can be useful for everyday work life'
Sam. SE Timber 2015

'The course has been great and very informative. Eleanor is very good at explaining and teaching'
Ivan. SE Timber 2015



Book your training NOW

Call Eleanor Shakiba on 0433 126 841

Download course information at www.thinklearnsucceed.com.au