

Bullying & Harassment – 2-day course outline:

This course will enable the Staff Association to raise its profile around the issues of Bullying and Harassment. It will help Reps to:

- Understand workplace Bullying and Harassment
- Identify the role of the Staff Association in supporting members in the workplace
- Identify approaches and solutions to tackling bullying and harassment

Day One	<i>Welcome and Introductions</i>	<p>Activity: What is Bullying and Harassment?</p> <p>Aims: To enable delegates to:</p> <p>Understand what is meant by bullying and harassment at work</p> <p>Recognise the signs of bullying and harassment in the workplace</p>	<p>Activity: Equality and Bullying and Harassment</p> <p>Aims: To enable delegates to:</p> <p>Understand the people most at risk of bullying and harassment</p> <p>Consider equalities strands and bullying and harassment</p>	<p>Activity: The effects of Bullying & Harassment</p> <p>Aims: To enable delegates to identify the consequences of bullying and harassment on:</p> <p>Individuals</p> <p>Organisations</p>	<p>Activity: Bullying & Harassment and the law</p> <p>Aims: To enable delegates to consider:</p> <p>Legal implications of bullying & harassment</p> <p>Rules, regulations and codes of conduct</p>
Day Two	<p>Activity: Identifying the scale of the problem</p> <p>Aims: To enable delegates to:</p> <p>Consider methods for identifying the extent of the problem in their workplace</p> <p>Identify sources of information</p>	<p>Activity: Advising members</p> <p>Aims: To enable delegates to:</p> <p>Identify how to support members who witness or report bullying and harassment</p> <p>Develop investigation and representation skills</p>	<p>Activity: Developing and improving policies on Bullying & Harassment</p> <p>Aims: To enable delegates to:</p> <p>Assess the contents of bullying & harassment policies</p> <p>Identify key elements of a bullying & harassment policy</p>	<p>Activity: What Staff Associations/Unions can do</p> <p>Aims: To enable delegates to:</p> <p>Identify key actions for Staff Associations/Unions</p> <p>Develop an action plan for addressing bullying and harassment issues in their workplace</p>	