

# Workplace Bullying and Harassment Awareness and Prevention



**Days:** 1/2 (4 hours)

**Prerequisites:** None.

**Audience:** All employees.

**Description:** Bullying, especially workplace bullying, can be hard to identify and address. When most people think of bullying, images immediately come to mind of children in a schoolyard being taunted, pointed at, called names, ostracized, and physically threatened. However, workplace bullying is something that looks very different and can be detrimental to teams and organizations. This workshop will help participants recognize workplace bullying and harassment and will give them proactive techniques so that it doesn't become something their team or organization suffers.

**Course Objectives:** This workshop teaches participants to:

- Explain what is acceptable behavior in the workplace and what is not, and why
- Define the various types of bullying and harassment and the reasons they occur
- Know ways to prevent bullying and the role they play in preventing it
- Demonstrate some ways to protect yourself from harassment
- Know what to do if you are harassed or accused of harassment
- Understand the importance of self-accountability in preventing workplace bullying and harassment

## LESSON 1: COURSE OVERVIEW

The instructor will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

## LESSON 2: DEFINING BULLYING AND HARASSMENT

This session will examine legal, literary, and reasonable person definitions of bullying and harassment.

## LESSON 3: WHY BULLIES DO WHAT THEY DO AND WAYS TO SHIELD YOURSELF FROM IT

This session will explore the origins of bullying behavior and explore what it can look like. The participants will also discuss several tools to protect themselves against bullying and harassment. And will discuss distorted thinking.

## LESSON 4: THE LAW ON BULLYING

Participants will look at anti-bullying laws in their jurisdiction.

## LESSON 5: WHAT IF IT HAPPENS TO ME?

Participants will discuss what you can do if someone is harassing you, including techniques for saying no. Participants will then practice these techniques during a group activity.

## LESSON 6: SCENARIOS FOR APPLICATION

Participants will use various techniques to delve into specific scenarios to apply the things they have learned during the workshop. At the end of each activity, there will be time for participants to debrief and discuss each scenario.

## WORKSHOP WRAP-UP

At the end of the course, students will have an opportunity to ask questions and complete an action plan.