

Combat Workplace Bullying

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration:

Full Day: 8:30am - 4:30pm

Investment:

\$445 GST - Exempt
Includes training reference
material

Who should attend?...

Anyone who deals with bullying or has been or is bullied in the workplace who needs to combat this behaviour now. Or you have a child who is subject to bullying at school.

CONTENT

Section 1: What is bullying?

- Understanding and identifying bullying

Section 2: Forms of bullying

- Behaviours that are considered bullying

Section 3: What is NOT bullying?

- Identifying and understanding the difference

Section 4: Feedback

- Setting standards on how to provide effective feedback
- Mediation processes

Section 5: Bullying Effects

- On the victim
- On the bully
- On the organisation

Section 6: Legislation

- Anti-Discrimination
- Equal Employment Opportunity
- Fair Work
- Anti-bullying guidelines

Section 7: Responsibilities

- How to report bullying
- Handling allegations - a managers role
- Bully prevention

Section 8: Communication

- Who to talk to
- How to talk about it
- Emotional intelligence

In Class:

- Case Studies
- Interactive Activities
- Videos
- Class Discussions
- Helpful resources and handouts

COURSE OUTLINE

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For bookings contact:

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