

Prevent Harassment, Bullying and Violence for Managers Live Virtual Instructor-Led Training

Half-Day Agenda	
PART ONE	RESPECT & CIVILITY
	<ul style="list-style-type: none"> ○ What is it? ○ Video – HR Proactive’s Respect & Civility ○ Why is it important? ○ How can I set an example?
PART TWO	HARASSMENT IN THE WORKPLACE
	<ul style="list-style-type: none"> ○ Harassment and the Law <ul style="list-style-type: none"> – Liability and Responsibility <ol style="list-style-type: none"> 1. Employer 2. Supervisors/Managers 3. Employees 4. Unions (if applicable)
	<ul style="list-style-type: none"> ○ The Workplace – Where is it?
	<ul style="list-style-type: none"> ○ Types of Harassment and Bullying <ol style="list-style-type: none"> 1. Psychological Harassment 2. Personal Harassment 3. Sexual Harassment 4. What’s Not Harassment or Bullying? 5. Strategies to Manage Personal Behaviour ○ Reasonable Person Test and Subjective Person Test ○ Impact of Harassment <ol style="list-style-type: none"> 1. Effect Not Intent 2. Psychological Impact 3. Poisoned or Hostile Work Environment
	<ul style="list-style-type: none"> ○ What to do if you are Harassed, Bullied or Target of Violence <ul style="list-style-type: none"> – Steps to Take – Bystander Intervention – Reprisal – Tips and Warning Signs

PART THREE	DISCRIMINATION
	<ul style="list-style-type: none"> ○ Examples of Discrimination ○ Self-Awareness <ul style="list-style-type: none"> – Unconscious bias <ol style="list-style-type: none"> 1. Vigilance and Awareness (bias free language; conscious communication) 2. Exposure and Experience (learning/teaching tolerance) 3. Conversation and Feedback (resistance and change) ○ Fair vs. Same Treatment
PART FOUR	VIOLENCE IN THE WORKPLACE
	<ul style="list-style-type: none"> ○ The Connection Between Harassment, Bullying and Violence ○ Examples of Behaviours that Constitute Violence ○ Domestic Violence and Effects on the Workplace
PART FIVE	BUILDING AND MAINTAINING A RESPECTFUL WORKPLACE
	<ul style="list-style-type: none"> ○ Ways to Prevent Harassment and Bullying <ul style="list-style-type: none"> – Addressing Difficult Situations – Tips and Warning Signs ○ Ways to promote a Civil and Respectful Workplace <ul style="list-style-type: none"> – Your Responsibilities – Model Respect – Take Action – Encourage Employees – Preventative Measures ○ Importance of Harassment-free Workplace
PART SIX	PERSONAL CONDUCT FOR MANAGERS
	<ul style="list-style-type: none"> ○ Video – Personal Conduct ○ Define Personal Conduct ○ Recognize how you model personal conduct as a leader ○ Determine ways to promote a professional team environment ○ Identify your areas for development in leading a work team
PART SEVEN	TRAINING SESSION WRAP-UP