



OBT

## OBT Course Outline

### 13. BULLYING AND HARASSMENT

<b>Main Aims and Key Benefits:</b>	Bullying and harassment at any levels in the workplace is unacceptable and inevitably impacts negatively on team members on the receiving end and the team as a whole. This interactive session will focus on raising awareness of bullying and harassment behaviours in the workplace and how to address and prevent them.
<b>Course Content:</b>	<ul style="list-style-type: none"><li>▪ What is bullying and harassment?</li><li>▪ What actions constitute bullying and harassment?</li><li>▪ Is it 'strong' management or bullying?</li><li>▪ The impacts of bullying and harassment</li><li>▪ Guidelines for manager and individual responsibilities</li><li>▪ The Law Regarding bullying and harassment</li><li>▪ Handling allegations of bullying and harassment</li><li>▪ Bullying and harassment scenarios and how to deal with them</li><li>▪ Personal Action Plan</li></ul>
<b>Training Methods:</b>	<ul style="list-style-type: none"><li>▪ Presentations</li><li>▪ Syndicate exercises</li><li>▪ Group discussions</li></ul>
<b>Who will benefit:</b>	Assistant Bursars, Heads of Department, Senior Team Leaders, HR management
<b>Duration:</b>	1/2 day
<b>Certification:</b>	OBT and Progressive Training
<b>Training Provider:</b>	Progressive Training