

# Bullying Awareness – Staff

It is inherent in the ways individuals in the workplace interact that a certain amount of 'banter' and even more 'robust' exchanges are a natural part of workplace lore. Occasionally this gets out of hand and causes harm where none was intended. On the other hand, bullying does occur; it is a common phenomenon and one which employers have to take very seriously. One way to avoid or at least minimise the risk in both cases is to make bullying and harassment open topics of conversation in organisations. This seminar style day is designed to raise awareness and suggest ways that staff can help reduce the incidence of bullying – real and perceived – and what to do if they think a colleague needs help or support.

## content

- Bullying and harassment defined
- The legal and Health and Safety issues
- It may be 'just talk' to you...
- Prejudice and tolerance
- Common forms of denial
- Emotions and coping
- Anger and conflict
- Pressure of work and bullying
- Stress and its effects

- Communication styles
- Assertiveness versus aggression
- Recognising the signs of bullying
- Early, effective action
- What to do if you are a witness
- Keeping your employer informed
- Avoiding recrimination
- Additional resources

## objectives

Raise awareness of bullying at work

Spot the risk factors in bullying and harassment

Understand how our own behaviour might unwittingly contribute

Discuss ideas for minimising bullying and harassment

Identify the patterns of behaviour that cause accusations of bullying

Know how to proceed if bullying is witnessed

Know what to do if we think we may have bullied another