

IT'S A MATTER OF RESPECT

Every member of staff is required by law to be trained in this critical subject. There are seven specific behaviours outlined in health & safety and anti-discrimination legislation which staff need to be aware of.

Each of them has a duty of care to self and to taking responsibility for their behaviour. Beyond compliance, each staff member contributes to the morale and effectiveness of their team through their relationship with their colleagues.

KEY BENEFITS

- Promote a workplace culture that reflects your organisational values and code of conduct.
- Meet the legal requirements of safety in your workplace both physically and psychologically, enabling employees to carry out their work responsibilities free from bullying, occupation violence, discrimination, victimisation, sexual harassment, harassment and vilification.
- Ensure that your staff are aware of the relevant legislative acts, their personal duty of care obligations and are custodians of your organisation's workplace behaviour policy and process.
- Create a harmonious workplace by skilling staff to be able to recognise, prevent and deal one-to-one with colleagues in regards to unacceptable behaviours.

LEARNING OUTCOMES

- Understand the causes and costs incurred when unacceptable behaviour takes place.
- Learn the underlying legislative requirements.
- Definitions of sexual harassment, harassment, discrimination, victimisation, vilification, occupational violence and bullying.
- Learn which work practices do not constitute inappropriate behaviour.
- Learn how to utilise a 'best practice' Issue Resolution process.
- Develop greater self-awareness, self-management and constructive communication styles.
- State the role of managers, specialist support staff and external providers in responding to incidents of unacceptable behaviour.
- Develop some strategies for the prevention of unacceptable behaviours.

WHO SHOULD ATTEND

All staff and managers

DURATION

2.5 hour workshop for managers
2 hour workshop for staff

METHODOLOGY

A variety of presentation methods and tools are used to ensure the learning experience is interactive, engaging and effective, including:

- PowerPoint presentation
- Group facilitated discussion
- Group activities
- Case studies