

# Train the Trainer:

## Preventing and managing workplace bullying and harassment

### *Improve your content, delivery and effectiveness*

This one day master-class provides participants with both a framework and the resources to run evidence based and interactive workshops that are targeted to the needs of a specific audience. Participants are introduced to the risk management approach to preventing bullying, and a number of training activities that are relevant to specific groups such as managers, employees, and HR consultants.

At the end of the workshop it is expected that all participants will have the knowledge of, and access to resources such as legal cases, relevant video clips and other material so that they can design and implement a variety of training programs relating to preventing and managing bullying and harassment in the workplace from a risk management framework.

#### **What is covered in this workshop:**

- Introducing a Risk Management Approach to bullying prevention;
- Rights and Responsibilities – ‘Whose rights, Whose responsibilities’?
- Undertaking a needs analysis: Identifying the needs of different participants and groups;
- Death by power-point vs. interactive adult learning – delivering training that is remembered (for all the right reasons);
- What can you realistically deliver in a 2 hour workshop, 4 hour workshop or full day workshop?
- Electronic-Resources - What’s out there?
- Interactive exercises to illustrate important issues;
- Useful legal cases and case studies;
- The grievance process: Navigating the options: pros and cons – what employees and managers need to be aware of in complaint resolution options;
- Dealing with difficult questions and workshop dilemmas;
- Key takeaway messages. How can these be reinforced and remembered?

**INVESTMENT: \$450 + GST per person**

**Register at: [www.aboto.com.au/workshop-registration](http://www.aboto.com.au/workshop-registration)**



Moira Jenkins PhD, is an experienced psychologist, mediator and trainer. She takes a very practical and evidence based approach to assisting organisations develop systems that both prevent and manage bullying, sexual harassment and discrimination. She has conducted numerous workshops in the area of mediating bullying and harassment complaints, and managing workplace conflict.

Her book ‘Preventing and Managing Workplace Bullying and Harassment: A Risk Management approach’ has received rave reviews for its practical and evidence based approach to preventing and managing bullying.