

## An 'Aboto' Master Class Train the Trainer: 'preventing and managing workplace bullying and harassment'

This one day master-class provides participants with both a framework and knowledge of resources to run evidence based and interactive workshops that are targeted to the needs of a specific audience. Participants are introduced to 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 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.

### What is covered in this workshop

- 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;
- Rights and Responsibilities – '*Whose rights, Whose responsibilities*'?
- Resources and 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;
- Alternative Dispute Resolution processes: conflict coaching, mediation and conferencing;
- Investigating serious matters;
- Dealing with difficult questions and workshop dilemmas;
- Key takeaway messages. How can these be reinforced and remembered?

Participants will be provided with pre-reading materials, copies of the power point slides and an extensive workbook that expands on all the materials contained in the slides. Workshop places will be limited to ensure workshops are interactive and attention can be given to the needs of all participants.

**PERTH – 11 October 2013**  
**ADELAIDE – 18 October 2013**  
**SYDNEY – 21 November 2013**

**INVESTMENT: \$450 + GST per person including morning, afternoon tea and lunch**

Register here: <http://www.aboto.com.au/workshop-registration>



### The Presenter

Moira Jenkins PhD, is an experienced psychologist, mediator and trainer. She takes a very practical and evidence based approach to assisting organisations to 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 been released through Australian Academic Press, and has received rave reviews for its practical and evidence based approach to preventing and managing bullying.