

Handling Bullying and Harassment in the FE Environment



This workshop investigates the subject of bullying and harassment within the education context. It is a safe place for the participants to understand the fundamentals of bullying and harassment and to explore and discuss good practice in preventing or dealing with them within the college.

This highly interactive workshop will enable the participants to:

- Highlight the importance of an environment where everyone feels safe from bullying & harassment
- Understand the differences and similarities in bullying and harassment
- Explain the effects of bullying and harassment on the individual and the organisation
- Explain how bullying & harassment is viewed in the eyes of the law
- Understand your bullying and harassment policy
- Tack the problem - identifying roles and responsibilities of employees and management
- Prevent bullying - communication skills, assertiveness, forms of denial, prejudice, dignity and tolerance, conflict management

Who will it benefit?

The workshop has been designed for any staff member working within the Further Education Sector

Course Outline

- Raising awareness of bullying and harassment
- Recognise bullying behaviour in yourself and others
- How do targets react and why don't many speak out?
- How to recognise signs of overt and particularly covert bullying
- The impact on the college and the target
- What allows bullying behaviour to develop and thrive?
- Bullying, harassment and the Law
- The position regarding individual responsibility and liability
- What do I do if I'm aware of inappropriate behaviour in others
- Levels of intervention
- What determines your approach to a problem?
- Exploring ways of dealing informally with difficult situations
- Using identified situations to give individuals the opportunity to practise dealing informally with situations in a safe environment
- Understanding the full implications of using the formal complaint route
- Practice dealing with bullying & harassment scenarios

Duration

1 Day

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