

# Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

## Bullying In The Workplace

### Course Overview

Bullying is called the silent epidemic. Although half of workers have experienced or witnessed bullying, policies and laws dealing with it are far less prevalent.

This is, in part, because bullying can be hard to identify and address. People wonder, what does bullying look like? How can we discourage it in our workplace? What can I do to protect my staff and co-workers?

### Course Objectives

All of these questions (and more!) will be answered in this one-day workshop. Specific learning objectives include:

- Define what bullying is and is not.
- Understand the costs of bullying to people and organizations.
- Identify bullying behaviors and the reasons behind them.
- Know some ways to prevent bullying and understand what role you can play.
- Know some ways to protect yourself from bullying.
- Know what to do if you are bullied.
- Identify appropriate solutions for a bullying incident (within and outside the organization).
- Assist in creating an anti-bullying policy.

### Prerequisite

There are no prerequisites.

### Target

All employees.

### Duration

- 1 Day



## Course Outline

### Defining Bullying

To start, delegates will be brought onto the same page when it comes to talking about bullying.

### Why Bullies Do What They Do

This session will explore the origins of bullying behaviour and explore what it can look like. Various types of bullying will also be defined.

### Building a Shield Against Bullies

This session will give delegates four tools to protect themselves against bullying. Delegates will also learn about distorted thinking.

### What to Do If It Happens to You

Next, delegates will learn short-term and long-term strategies for coping with and addressing bullying.

### What to Do If You Witness Bullying

Sadly, many people who witness bullying do not do anything. This session will explore why and give delegates some things to do if they witness bullying.

### Creating an Anti-Bullying Workplace

In this session, delegates will learn about the key parts to an anti-bullying policy, as well as how to enforce and monitor it. Delegates will also work on an action plan for their workplace.

### The Law on Bullying

To conclude the course, delegates will look at anti-bullying laws around the world.