

# Beating Workplace Bullying: A Managers Guide

½ Day

Bullying can happen in any workplace. No-one deserves the physical and psychological abuse it involves. Managers and employees have an obligation to free the workplace of bullying, harassment, discrimination and violence. In this course you'll find out what you're expected to do - as manager- to keep your workplace safe and bully-free. You'll also hear how to recognise, prevent and deal with bullying at work.

## What you'll learn to do in this course

You'll come out of this session with powerful tools for dealing with bullying at work. We'll bring theory to life and tell you how to succeed. A range of practical tips will be presented to you. You'll talk through examples and enjoy practical exercises. At the end of the course, you should be able to:

- Know the difference between bullying, harassment and discrimination
- Describe typical tactics that bullies use
- Understand the effects of bullying
- Act on your company's policies and procedures on bullying
- Understand your management obligations in relation to workplace bullying
- Respond appropriately to workplace bullying
- Handle complaints of bullying, harassment and discrimination
- Prevent bullying in your business

## Topics you'll cover

- Why discrimination, harassment and bullying matter
- What is - and isn't - workplace bullying
- Your management responsibilities
- What to do if you see bullying happening
- Handling complaints of bullying and harassment
- Bully-proofing your team

**Book your training NOW**

Call Eleanor Shakiba on 0433 126 841

Download course information at  
[www.thinklearnsucceed.com.au](http://www.thinklearnsucceed.com.au)

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think  
learn?  
succeed

“Smart training for clever people”

**What others have said  
about the course...**

“Great to know the difference between  
bullying and harassment”

“Everyone should have to attend this  
course.”

“Now I know what to do if I see bullying  
at work.”

