

'Bite Sized Dignity at Work Training'

It is all very well having an Equalities Policy but that policy has to be enacted and be 'brought to life' through the actions of everyone in your organisation.

How many of those working in your organisation really understand what it is to value Diversity and do they understand how their actions may be interpreted by others? Do they understand what the organisation expects and needs in terms of their behaviour?

Conscious of the constraints on organisations in terms of taking large numbers of staff away from the business for training, we have devised a 'bite size' event aimed at educating and raising awareness of what it means to have 'Dignity at Work'.

This event can be run in 1.5 hours for up to 25 delegates. If necessary we can run 4 events in one day per trainer thus maximising the penetration of the messages across the business. The course can be used for a cross section of delegates or can be tweaked if organisations wish to run separate events for managers and staff.

Our Approach

The course is filled with quizzes, case studies, fun activities with lots of interaction and anecdotes to make the subject of 'Dignity at Work' come alive.

Defining what it means to treat people correctly

We begin by exploring what is meant by 'Dignity at Work' and what it means to treat colleagues correctly.

Bullying and Harassment

We then discuss bullying and harassment and the impacts of this on the organisation and the individual.

Myths and Stereotypes

We venture further into the myths, stereotypes and beliefs around bullying and harassment. Through a variety of activities we make the subject of 'Dignity at Work', directly applicable and pertinent to each attending delegate causing the messages to remain long after the end of the session has finished.

The legal background

We apply a 'light touch' to the subject of legislation governing Equalities before moving on to what to do if behaviours which breach the codes of 'Dignity at Work' are found.

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| <p><i>Purpose of the Course</i></p> <p>To obtain understanding, raise awareness and engage delegates to the need for and meaning of Dignity at Work.</p> | <p><i>Key Topics</i></p> <ul style="list-style-type: none">▪ Legal framework on Equality.▪ Treating others correctly.▪ Harassment and Bullying – definitions.▪ Impacts of harassment and bullying.▪ Creating a culture of Equality and acceptance of difference. |
| <p><i>Objectives</i></p> <p>By the end of this course participants will be able to :</p> <ul style="list-style-type: none">▪ Raise awareness of relevant employment legislation and the legal framework for equality in the workplace.▪ Understand the importance of treating people correctly in the workplace and with dignity.▪ Recognise and describe harassment and bullying.▪ Recognise the effects and impact of harassment and bullying.▪ Understand the importance of setting standards of behaviour and creating a harassment free working environment.▪ Be aware of the legal implications and links to equality issues. | <p><i>Learning Methods</i></p> <p>Tutor led input, group facilitated discussion, case studies, quizzes, anecdotes.</p> |