

Seminar course content

Staff Seminar - 2 hours - Split by gender if required

Many clients find that the major advantage in separating groups into male and female is that it creates an environment where staff are far more open and relaxed in their questions and discussion. This is especially useful in organisations where the workforce is made up of mostly male or female employees.

Although the content and discussion points may be similar, the examples used to illustrate these points may differ due to the audience.

This 'gender-specific' type of presentation also promotes greater discussion and interaction from the group, which contributes to a more productive outcome.

Seminar outcomes

- Outline the actual definition of harassment and bullying under legislation.
- Outline typical examples of harassment and bullying within this definition using actual workplace-type scenarios to illustrate.
- Demonstrate typical examples of 'unintentional harassment' and how this can be inappropriate and could create a hostile environment for other staff.
- Challenge cultural and/or environmental behaviour that is unacceptable.
- Discuss the issue of inappropriate behaviour of clients and where this fits into the legislation.
- Discuss skills and strategies to deal effectively with this type of client and staff issue.
- Discuss the issue of harassment outside of the actual workplace but still defined as a 'work-related event'.
- Outline the company's policy on harassment, bullying, discrimination and EEO.
- Discuss the processes available to staff with regards to articulating an issue of harassment or bullying.
- Summarise all these points and conclude by inviting any additional questions and discussion.