



*Staff Training*

# Bullying in the Workplace

Course Outline



*Your business outcomes are our priority. Proving impact in real time.*

## Aim

Being powerful and being a bully aren't the same thing — though plenty of workplaces confuse the two. This half-day Staff Training workshop for all staff unpacks what bullying looks like under South African law, explores the link between power and dominance, and helps delegates choose relationship-building over control. The result: a workforce with a clearer, shared standard for what a good role model looks like.

## About this Course...

*"Humans become great not because of their power but because of their ability to empower others."*

## Who Should Attend this Course?

This course will benefit all employers and employees.

## Outcome

This is a holistic workshop. At the end of it learners will be able to discern the need for a set of personal, societal and business-related behaviours with particular emphasis on becoming stronger role models.

| SAQA US ID | NQF LEVEL | CREDITS | US TITLE                                                  |
|------------|-----------|---------|-----------------------------------------------------------|
| 116489     | 4         | 5       | Behave in a professional manner in a business environment |

The unit standards above are an indication of the content of the workshop. Our workshop theories are designed to include the outcomes recommended by SAQA US IDs.

***Duration: 4 Hours***

## Content

| Topic                  | Details                                                                                                                                                                                                                       |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Role Models</b>     | <ul style="list-style-type: none"><li>• What is a role model?</li><li>• How choosing to be a role model benefits you</li><li>• The challenges: traditional thinking vs modern thinking</li></ul>                              |
| <b>Professionalism</b> | <ul style="list-style-type: none"><li>• Equity and Equality</li><li>• How this translates to our everyday behaviour</li><li>• The concept of power and dominance</li><li>• How to be both powerful and a role model</li></ul> |
| <b>Bullying</b>        | <ul style="list-style-type: none"><li>• Bullying and the law</li><li>• Bullying type behaviour - what not to do</li><li>• Choosing relationship building instead</li></ul>                                                    |

## Our Training Approach

Our workshops are highly interactive, and we use many tools to ensure that the delegate walks away with a good understanding as well as the tools and guidelines relating to the topic.

The tools our highly experienced facilitators use include:

- **Videos**
- **Case Studies**
- **Role Plays**
- **Power Point Presentations**
- **Discussions (large and small groups)**
- **Games**
- **Theory**
- **Quizzes**
- **Team Games**

For this specific workshop we will need input from the client as to what their internal policy is on bullying, as well as the process and procedure for complaints lodging.

At Staff Training we pride ourselves on the ability to keep the workshops real, fun, and interactive ensuring buy-in from even the quietest of delegates.

# Optional Purchases

## When ROI and Implementation Matter

At Staff Training, we understand that each individual and/or organisation has unique needs and goals. We have developed a range of valuable, but optional purchases to maximise your training outcomes:

### SETA Accredited Training Options

Most of our workshops are aligned with SETA Accredited unit standards, or you can opt for the fully accredited version of your workshop choice. This includes a certificate of competence when successfully completed. All other certificates are certificates of attendance.

### The Afterburner

Afterburners are additions to selected workshops. These continued learning courses include a re-cap of material covered during the workshop and continue to expand on both knowledge and skills development for the workplace.

### Skills Check

Skills Checks are extremely useful in the measurement of ROI of soft skills training. This tool is structured to help the learner improve on the implementation of new skills through a goal-driven process of accountability and reflection.

### LevelUp Coaching

A 2-hour, one-on-one coaching option for those who would like to address and build on the knowledge they gained during training. Converting theory into practice under the tutelage of an experienced coach.

### PowerPath Coaching

A powerful investment into your future leaders. One-on-one leadership coaching with the globally acclaimed Enneagram as the self-mastery tool.

**Staff Training is an accredited IEQ9 Provider. Our Enneagram offerings include a SETA Accredited version of a leadership development workshop as well as an emotional intelligence and Enneagram combination. You can also explore our specialist hybrid offerings of workshops and coaching below.**

**[Enneagram Group Coaching Journey](#)**

**[Enneagram: Insight to Action](#)**