



Power Session: Eliminating Harassment in the Workplace

Course Outline



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

Aim

This session helps us to understand the challenges and harness the strengths of doing business in a diverse society whilst highlighting the differing perspectives people hold with regards to harassment and diversity as a whole. This course explores latent prejudices and encourages the delegates to move into a solutions-based mode through discussion and sharing of real-life situations. The modules covered assist the delegate in identifying appropriate behaviour in the workplace, what is likely to lead to conflict and how to address it professionally.

What Others Had to Say About this Course...

The course was really helpful because it alerted me to issues we have to address and sort out!

– Caroline, Adcorp Group

Who Should Attend this Course?

This course will benefit all staff.

Outcome

This is a holistic session. 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 harassment and etiquette in general.

Duration: 2 Hours

Content

Topic	What You Will Learn
Definitions	• What is Harassment and what is the common denominator to all types of harassment
What the Law Says	• A brief outline of The Code of Good Practise in the World of Work
The Constitution of South Africa	• What constitutional rights are The Code of Good Practise addressing? • What are our constitutional responsibilities?
Common Forms of Workplace Harassment	• Sexual Harassment • Racial or Ethnic Harassment • Verbal and Psychological Bullying • Harassment based on any of our constitutional rights such as Gender Based Bullying • Promotion or work related bullying and coercion • Sabotage and intimidation • Any types of harassment based on our right to a safe working environment
The Profile and Modes of Operation of Harassers and Bullies	• Understanding the behaviour of bullies • Understanding the concept of intent
How You Can Help Yourself to NOT be a Victim	• Clear Communication • Know your Procedures and Rights
Management	• Ensuring good policies and procedures
Resources and Assistance for Handling the Complaints	• A quick reference in case of complaints

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.

<u>Enneagram Group Coaching Journey</u>	<u>Enneagram: Insight to Action</u>
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