



Harassment in the Workplace (Full Day)

Course Outline



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

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Aim

This full day workshop helps us to understand the challenges and harness the strengths of doing business in a multi-cultural 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 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 harassment and etiquette in general.

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.

Content

Topics Covered
Definitions
What the Law Says
Wrapping up the Case Studies
Sexual Harassment in the Workplace
What Believes led to this Behaviour
The Constitution of South Africa
Cyberbullying in the Workplace
Common Forms of Workplace Bullying
Racial Harassment and Discrimination
The Profile of Sexual Harassers
The Profile of Victims
Myth Busters
Cost to Companies
The Solution
Management
Resources and Assistance for Handling the Complaints
It's up to you

Duration: 1-Day

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](#)