

“Never be bullied into silence. Never allow yourself to be made a victim. Accept no-one’s definition of your life, but define yourself”

*Harvey S. Firestone*

[www.mpsolutions.com.au](http://www.mpsolutions.com.au)

02 6162 0602

**M**itchell  
**P**ersonnel  
**S**olutions

# Workplace Harassment and Bullying Awareness

Mitchell Personnel Solutions

## Program Outline:

This one day program is designed to improve the capability of staff with the knowledge, skills, and confidence to educate and support staff in the prevention and management of workplace harassment.

During this course you will learn about:

- Definitions of bullying and harassment
- The effects of bullying and harassment
- How to identify bullying behaviour
- The costs of bullying behaviour to an organisation and an individual
- Overcoming bullying behaviour

At the end of this course you will:

- Be aware of workplace bullying and harassment and how to prevent the occurrence
- Have the skills to manage workplace bullying and harassment
- Understand the role and responsibilities of agencies and employers, staff and management, and the Workplace Harassment Contact Officers
- Understand and implement complaint resolution options

*This program is suitable for all staff but particularly those responsible for monitoring and reporting on workplace harassment.*

*exceeding expectations*

