



## ***Today's Workplace Behaviours and Communications***

- As a Business Owner or Manager, are you completely across the obligations employers have in regards to managing incidents of inappropriate behaviour?
- Has a bullying or harassment complaint been raised with you and you're not sure how to deal with it?
- Have you prepared for the new Workplace Bullying Laws that came into effect on 1 January 2014?

### ***Customised workshops delivered in your workplace***

**Designed for:** General Managers, Managers, Supervisors and all Employees

This practical workshop is a highly interactive session designed to start conversations on what is appropriate workplace behaviour. Contemporary issues such as communicating via social media and email are examined, as well as bullying, harassment and discrimination.

Through interactive and fun group activities a common picture emerges as to what is unwelcome behaviour in your workplace.

Your staff learn the principles of bullying and harassment including the role that they play in ensuring everyone's entitlement to both a safe and healthy workplace.

**Workshop Outline:** The following is a general outline only, as the content is tailored to the needs of the organisation and the attendees. Most workshops will cover:

- The ways we communicate – email, text, social media
- Legislation that impacts communications: Workplace Health & Safety, Discrimination, EEO
- What is appropriate behaviour – group exercise
- Company Policies
- Impact of inappropriate behaviour and communications

#### **Learning Outcomes:**

- Understanding the relevant legislation
- Awareness of what is considered to be harassment and bullying
- Appreciation for what the workforce perceives as inappropriate within the workplace
- Understanding how to use the internal resolution process

***Take steps now to ensure compliance with the new laws and contact us!***

**Contact the team at Your HRmanager on 1300 435 485**

**or email [john@yourhrmanager.com.au](mailto:john@yourhrmanager.com.au)**