

**Duration**    **2 days**

### **Overview**

This course will build awareness of the critical issues of harassment and bullying, disability discrimination and equal opportunities in the workplace and the role and responsibility of managers in ensuring best practice.

We take an interactive approach, using a variety of teaching models including lecturer input, individual and group exercises to ensure that the delegate is aware of the general responsibilities imposed on a manager by law; to uncover his or her existing attitudes and to explore ways in which a variety of responsible behaviours can be developed in themselves and their workforce.

By the end of the programme each course member will have drawn up a detailed action plan of how they intend to implement these behaviours.

A follow-up session to review progress in implementing these action plans is recommended at an interval of about three months after the initial programme

### **Recommended for**

Staff who have newly moved into a management role and existing managers and supervisors who have had no prior training in this area.

### **Linked programmes**

- Essential Communication Skills

### **Objectives**

At the end of the training the delegate will be able to successfully:

- Identify the situations in which a manager has responsibilities under law
- List potential problems arising from harassment and bullying in the workplace and identify methods of avoiding them
- Identify the range of areas in which equal opportunities affect the workplace
- Detail the advantages of managing diversity positively

using the documentation and support provided.