Preventing Bullying and Harassment

PROMOTE RESPECT FOR A SAFER WORKPLACE

Course Overview
The purpose of the *Respect in the Workplace* course is to empower all employees to spot and understand workplace bullying, harassing and discriminating behaviours and to eliminate these harmful behaviours in a mutually-respectful, self-empowering way for a safer, healthier workplace.

Who Should Take the Course?
All adults in any workplace setting

CANADIAN RED CROSS

Respect in the Workplace

Course Objectives
Upon completion of the *Respect in the Workplace* course, participants will be able to define workplace bullying, harassment and discrimination, recognize these behaviours in themselves and others, report incidents more comfortably and confidently, and understand positive and negative power.

This course is presented in four modules:

1. Program Introduction
   - Using power positively and negatively
   - Understanding an emotional response
   - The effects of negative outbursts

2. Discrimination, Bullying and Harassment
   - Discrimination definition, legislation, premise and grounds
   - Bullying and harassment definitions, why they happen, cyberbullying, discriminatory (personal) harassment, sexual harassment, abuse of power, emotional bullying

3. Responding, Reporting and Outcomes
   - Understanding and recognizing what to document
   - Process of investigation
   - Personal assistance

4. Final Thoughts

Materials
All supplementary learning materials are provided as PDF downloads or links within the online course.

Evaluation Process
A short pre-program survey and post-program survey measure learning. Upon successfully completing all modules, there is a printable certificate for your records.

Course Duration
This online course is self-paced. Participants may leave the course at any time and can resume where they left off. The duration will depend on the individual participant and their prior knowledge of the subject matter. On average, the course will take about 90 minutes to complete.