

## Respectful Workplace Training

Fostering a respectful workplace environment takes work and a proactive approach. On-site Respectful Workplace training is one of the ways to ensure your workplace is an environment where people feel safe and can thrive. We have found that in person training is most effective and it ensures that all participants are engaged and have received the content.

Our training is customizable based on your workplace needs and tailored to reflect your organization's existing harassment, discrimination and non-violence policies and procedures.

### **Key Topics - After this training course, employees will be able to:**

- Describe why a respectful workplace is important for the organization's success.
- Identify violent, harassing and abusive behaviours that are inappropriate in the workplace.
- Identify the options if they feel that they, or someone else, has been subject to inappropriate behavior.
- Understand their role in promoting a positive workplace culture.
- Describe the four pillars of a positive and respectful workplace.

### **In addition to the above, leaders will be able to:**

- Identify their role in building & maintaining a respectful and positive workplace culture.
- Describe their responsibility as it relates to leading by example, solving problems and fostering mutual respect amongst their team.

### **Section 1: Introduction**

- What is a respectful workplace?
- Why do we need a respectful workplace?
- How does a respectful workplace benefit employees and the organization?
- A respectful workplace starts with you

### **Section 2: Defining Unacceptable Behaviours**

- Define unacceptable behaviours
  - Discrimination
  - Harassment (Violence, Disrespectful or Abusive Conduct, Bullying)
  - Sexual Harassment
- The emotional effects of harassment and discrimination

**Section 3: Knowing your Options – Company Process**

- Company policies and how to find them is discussed in this section
- Investigation and resolution process reflecting your organization’s policy
  - Discussing the concern with the individual directly
  - Filing a formal complaint
- Retaliation and false complaints
- The duty to report

**Section 4: Your Role in Promoting a Positive Workplace**

- A respectful workplace starts with you
- Understand what ‘professionalism’ means in your workplace
- What do we all need at work?

**Section 5: The 4 Pillars of a Positive Workplace**

1. Respect everyone’s need to be seen, heard and safe
2. The Platinum Rule
3. Communication
4. You can’t look good if you don’t make your co-workers look good

**Section 6 (for Leaders only): A Leaders’ Responsibility**

- A higher standard for leaders
- A respectful workplace is about safety
- Recognizing changes in behavior and conduct
- Dealing with problems/issues in a timely manner
- Fostering an environment of mutual respect
- Leading by example
- Shifting your team’s culture

<b>Employee Sessions (75 minutes)</b>	\$700/session
<b>Leader Sessions (90 minutes)</b>	\$950/session
<b><i>This training can accommodate up to 30 participants per session.</i></b>	