

Bullying & Harrassment Training Course Brochure

1 Day Practical Workshop



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The Right Fit.....For You

This one-day workshop has been designed to help the staff recognise and prevent bullying behaviour in the workplace. It also advises employees of how to use mindfulness for stress relief.

Workplace bullying and harassment is an issue for all employers. Bullying results in real costs to both the organisation and the individual. It constitutes a significant risk to the health, safety and wellbeing of the individual and can lead to serious psychological injury.

Both employers and employees alike need to understand what bullying and harassment is, and what their obligations are under legislation.

The training will help learners to develop their mental fitness using mindfulness techniques and manage some of the emotional barriers that are currently preventing them from thriving in their job.

At the end of the course learners will be able to identify if bullying is happening in the workplace and how to prevent this behaviour in the workplace.

Below you will find a proposed course outline.

Our trainer will also work with you before the course to get your input and tailor the content as needed.

"Everyone thought Andrew was great and the course really developed their skills as internal trainers."

Dearbhla Casey, HR Manager, Irish Country Meats



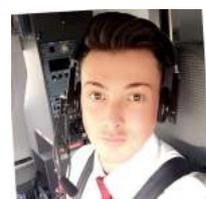
"We are all very happy with the training carried out last week & will definitely be in contact in the future"

Aoife O'Rourke, Key Account Manager, Tool & Plastic



"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."

Jonathan Latimer, Fleet Training Instructor, City Jet





Why Choose DCM Learning

At DCM Learning we have a strong culture of working in long-term relationships with our clients. Although it's a bit of a cliché, we strongly believe that our client relationships are partnerships and that's the best way for our clients to get the best results.

Specific reasons to choose DCM:



Support: 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



Experienced: We have many years' experience providing customised training programmes for small and large companies. Last year, we delivered onsite training with 521 companies.



Excellent Trainers: Our trainers combine professional training know-how with relevant experience in their chosen training field



Quality Assured Training: Make sure you Safeguard Your Training Investment. DCM offer courses accredited by the following national and international certification bodies.



You're in Good Company

We work with small and large companies, individuals, Government Agencies, Universities and blue chip companies such as Google, AIG, Glaxo Smith Kline, and Symantec, so you can have confidence in our ability to deliver the results you want to achieve.





1 Day Anti Bullying & Harassment Course

COURSE OVERVIEW

Workplace bullying and harassment is an issue for all employers. Bullying results in real costs to both the organisation and the individual. It constitutes a significant risk to the health, safety and wellbeing of the individual and can lead to serious psychological injury. Both employers and employees alike need to understand what bullying and harassment is, and what their obligations are under legislation.

The training will help learners to develop their mental fitness using mindfulness techniques and manage some of the emotional barriers that are currently preventing them from thriving in their job. At the end of the course learners will be able to identify if bullying is happening in the workplace and how to prevent this behaviour in the workplace.

LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Understand the differences and similarities in bullying and harassment
- Go behind the stereotypes and understand more of the psychology of the bully and the victim
- Appreciate the short and long-term effects bullying could have on the victim and the organisation
- Recognise the organisational factors which might perpetuate a bullying culture within the organisation
- Recognise and utilise coping strategies when dealing with negative situations

Below you will find a proposed course outline detailing all the topics covered on the training programme.

In addition, we will consult with you before the programme commences to get your input. This way we can be sure to address any specific requirements.



Course Content

TOPIC 1: RAISING AWARENESS

- Aspects and dynamics of conflict
- What we mean by Bullying and Harassment in the workplace
- What are the determining features?
- Looking at examples: the obvious and the more subtle
- Exploring sensitivities

TOPIC 2: ORGANISATION FACTORS

- What allows bullying behaviour to develop and thrive?
- Diagnosing your organisation's position on bullying in the workplace
- There's a fine line: strong management or bullying?
- Model of multifactors in bullying at work

TOPIC 3: THE LAW AND THE BOTTOM LINE

- The legal implications for organisations
- Evolving legislation
- The position regarding individual responsibility and liability

TOPIC 4: MINDFULNESS COPING STRATEGIES

- An introduction to mindfulness
- Mindfulness in the workplace
- Mindfulness practice
- Personal development plan



Jackie Howell

Training Associate

Jackie is an experienced executive, leadership & performance Coach, career strategist, HR consultant and trainer whose background combines a credible blend of expertise from senior HR roles, her own business portfolio & international experience.

She brings her passion for recruitment to every course she delivers. Jackie's resulting style is interactive and inclusive, which empowers learners to develop their skills and achieve great results from training.

Some of the areas Jackie specialises in are: HR & Recruitment, Interviewing Skills, Learning & Development and executive coaching.

Some of Jackie's qualifications and affiliations include:

- Human Resources Management-National College of Ireland
- Diploma in Life Coaching-Irish Life Coaching Institute
- Training and Continuing Education-NUI Maynooth
- Accredited Belbin Consultant-Belbin UK



Andrew Gibson

Training Associate

Andrew is a Trainer, Consultant and Executive Coach. He has acquired the knowledge and skills of successful management and knows how to impart them to others. He has worked in training and development for over 15 years, helping people and organisations of all sizes and sectors achieve their goals.

Andrew's background in Behavioural Psychology means he is best placed to understand organisational change doesn't happen overnight and isn't always easy.

Andrew has vast experience as a trainer, mediator and conflict coach and has worked with the United Nations on mediation and conflict resolution. He has extensively studied the effect of inter-cultural conflict especially in the workplace.

Some of Andrew's qualifications and affiliations include:

- Honours degree in Psychology from Nottingham Trent University (NTU)
- Member of The British Psychological Society
- Higher Diploma (H. Dip) in Conflict Resolution
- Member of the International Mediation Institute (IMI) and an IMI Certified Mediator
- Member of the IMI Appraisal Committee; the role of this committee is to manage and approve new qualifying assessment programmes



Inhouse Training, One Size Doesn't Fit All.

Does your team need training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

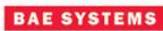
Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
Cost	€1,095 per day	€995 per day	€895 per day
Materials	Included	Included	Included
Travel Expenses	Included	Included	Included
Areas Covered	All Counties	All Counties	All Counties
Customisation	Course Customised	Course Customised	Course Customised
Survey	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
Account Management		Dedicated Account Manager	Dedicated Account Manager
Free Public Course		1 Free Place	3 Free Places
Public Course Discount		15%	25%



Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the
right course**

DUBLIN

- ☎ 01 5241338
- ✉ dublin@dcmlearning.ie
- 📍 Guinness Enterprise
Centre

CORK

- ☎ 021 2429691
- ✉ cork@dcmlearning.ie
- 📍 Atrium Business Centre
Blackpool Business Park

DROGHEDA

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Co. Louth