

Bullying and Harassment in the Workplace: e-learning training course



This e-learning course contains three easy-to-follow study units designed to offer practical advice to managers and employers to help them prevent and deal with incidents of bullying and harassment in the workplace.

The online materials include quizzes and activities to help reinforce learning as learners work through the course.

Unit Titles

- Definition & Employer Responsibilities
- Recognising Incidents & Implementing a Policy
- Dealing with Complaints

Unit 1: this unit defines what 'bullying' and 'harassment' are and explores the legislation that is in place to protect employees.

Unit 2: this unit provides examples of bullying and harassment to help learners identify incidents in their own workplace. The unit also includes a step-by-step guide on how to implement an anti-bullying and harassment policy.

Unit 3: this unit explores the informal and formal approaches that can be taken when dealing with complaints of bullying and harassment. The unit also covers the ACAS code of practice on disciplinary and grievance procedures that sets out principles for handling disciplinary and grievance situations in the workplace.

Learning Objectives: on completion of this course learners will be able to:

- Describe the meaning of the terms 'bullying' and 'harassment'
- Understand the legal responsibilities employers have for dealing with incidents of bullying and harassment
- Recognise the signs of bullying and harassment in the workplace
- Implement an anti-bullying and harassment policy for your workplace and ensure all employees are familiar with it
- Establish procedures for dealing with grievance and disciplinary matters and ensure all employees are familiar with them
- Respond to complaints of bullying and/or harassment.