

Bullying and Harassment in the Workplace (half day-morning session)

with *Liz Granato*

Thursday 29th March, 219 St John Street, London, EC1V 4LY

Introduction

More and more organisations are confronted with internal problems resulting from bullying and harassment and the negative impact that this behaviour has not only on the employees' satisfaction but also on the organisations' financial situation. Not only can it lead to increased levels of absence and staff turnover but it can also have potential legal implications.

This training day will help you to recognise bullying and harassment, give you helpful advice on how to prevent it, how to draw up an anti-bullying and harassment policy and how to proceed quickly and effectively if instances occur.

Session outline

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- Legislation
- Defining bullying and harassment
- Tackling incidents of unacceptable behaviour
- Handling complaints
- Policy Development

There will also be an opportunity to discuss any current issues facing your organisation.

Timetable

Registration	9.45
Start Time	10.00
Approximate End Time	13.00

Refreshments provided

Trainer profile



Liz Granato has many years experience in ELT schools as a teacher and an academic manager. Later as centre director, she managed the student services, particularly welfare and accommodation, on both adult and junior programmes. Liz is now an inspector with the British Council and also a life coach.

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