



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Workplace Bullying and Sexual Harassment

Course Specifications

Course Description

Everyone should be treated with dignity and respect at work. Bullying and sexual harassment of any kind are in no-one's interest and should not be tolerated in the workplace. This leaflet is designed to offer practical advice to employers to help them prevent bullying and harassment and to deal with any cases that occur. It includes guidelines for the development of policies and procedures.

Course Content

- Legal Position - Rights and Responsibilities
- What is Workplace Bullying?
- What is Harassment?
- Types of Bullying
 - Physical
 - Verbal
 - Relationship Bullying
 - Cyber bullying
- Identifying Bullying and Harassment
- Examples of Bullying and Harassment
- What Bullying and Harassment is NOT
- Reasons why Bullying and Harassment Occur
- The Effects of Bullying and Harassment
- What is Sexual Harassment
 - Examples of Sexual Harassment
 - Types of Sexual Harassment
 - Hostile Environment
 - Why Victims don't report Sexual Harassment
 - What Should you do if you are Sexually Harassed
 - Other forms of Sexual Harassment
 - Common Myths About Sexual Harassment
 - Bullying or Harassment?
 - What Can We Do?
 - Roles
 - Preventing and Resolving Bullying and Harassment
 - Investigation Process
 - Other Legal Issues

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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