



# ALBERTA BULLYING

RESEARCH, RESOURCES & RECOVERY CENTRE INC.

## Preventing and Addressing Workplace Bullying

**Workshops are offered throughout Canada**

**Edmonton, Alberta: June 30, 2018**

**Calgary, Alberta: July 16, 2018**

**Locations to be announced upon registration.**

LIMITED SEATING - REGISTER EARLY!

Call today 1-780-965-7480

WORKPLACE BULLYING IS NOT A NEW PHENOMENON however, times have changed. Today we are addressing cases which are far more complex and causing serious long-term harm. In some cases, we are seeing cases with fatal results. We need to be aware of the early signs and intervene before serious harm occurs to hardworking employees. We need to end this abuse before the employer's reputation is ruined. This workshop will focus on how to prevent, intervene, and address complex cases. We will focus on the human experience of this phenomenon.

### Defining Workplace Bullying

It is important for all levels of employees to be on the same page with the definition of workplace bullying. We see many misinterpretations, misunderstandings, assumptions, and false information circulating and causing havoc for legitimate cases. We will review what is, and what is not, workplace bullying. Clarity on definitions will offer immediate progress.

### The Purpose of Training

Enhance awareness and build skills to prevent and intervene early. This information prevents harm, costs, loss, and protects the company's productivity. This training is to create long term sustainable changes for employees and employers.

### Review, revamp, or create a Zero Tolerance Policy.

The best way to prevent workplace bullying/harassment is to offer employees a clear policy, with procedures, and enforce it with consistency. Let's talk about how.

### Prevention Strategies

Every employee (top down and bottom up) has a responsibility to prevent psychological harm in the workplace. With prevention strategies, employees are equipped with tools and increased

confidence to prevent cases from escalating and causing harm.

### Protecting Yourself

Being aware of risk factors, profiles, tactics and procedures to address these signs, will help employees and leadership recognize the signs and take appropriate successful action.

### What If It Happens to Me?

This training will focus on what to do if this happens to you.

### What If It's Happening to Someone Else?

This training will offer insight for bystanders. This includes examples of barriers that bystanders face with reporting abuse, and how to address this.

### Filing a Complaint

This workshop will focus on informal and formal options for filing a complaint. We will explain what happens with each option available.

### Investigating a Complaint

You will gain a greater understanding how investigations are conducted. You will know what to expect, how to prepare, and gain confidence in this process.

### Creative Solutions

When we are under stress we are often blinded by worry, fear, frustration, anger, confusion, grief, and more. We will review many options. We wish to prevent isolation and feelings of hopelessness for employees experiencing this abuse.

### Outcomes

Once an investigation is complete there are many options for leaders, employees, and those acting out with bullying behaviours. This closing portion will review resources.

### Certificate of Completion

You will receive a certificate of completion. A valuable qualification for your portfolio.

- Workshop starts at 9am and ends at 4:30pm, with a 1-hour lunch break.
- We offer coffee, tea, water, and snacks. Please plan to bring or purchase your own lunch.
- Please complete the information sheet attached and email to [lrncrockett@gmail.com](mailto:lrncrockett@gmail.com)
- Fee: \$250.00.00 + GST
- Maximum of 40 attendees
- Refunds will be issued to those who cancel no more than 5 days prior to training date.