

## Workplace Violence

Workplace harassment is illegal and destructive to any organization. It is important to treat everyone in the workplace with respect and dignity. Workplace harassment must be identified, discouraged, and prevented in order to keep a hostile work environment from developing. Left unchecked, harassment can escalate into violence. Workplace harassment training is essential to the welfare of all businesses and their employees. In order to prevent Workplace Violence, it is essential that managers and employees are able to identify individuals who could become violent and understand how to diffuse dangerous situations. This workshop will help participants to identify and address violence in the workplace, as well as giving them the tools to develop their own Workplace Harassment Policy.

### Course Outline

- Identifying a bully
- How to Handle Workplace Violence
- Risk Assessment
- Being the Victim
- Checklist for Employers
- Interview Process
- Investigation Process
- Developing a Workplace Harassment Policy

### Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

### Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions and case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

### Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Define workplace harassment.
- Understand bullies and how to avoid hiring them.
- Create a risk assessment and understand how to handle violence.
- Recognize social and business responsibility.
- Develop relevant policies and procedures.
- Learn how to investigate complaints.

### Course Duration

The standard duration of this course is 12 contact hours.

### Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

### Who Should Attend

Suitable to all job positions.

For more information please feel free to contact:

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