



UNDERSTANDING RESPONSIBLE WORKPLACE BEHAVIOUR

OVERVIEW

The Irish workplace has undergone significant change in recent years, especially in terms of managing working relationships. Better understanding of managing workplace relationships will help you to manage them effectively for a positive impact on teamwork, productivity and competitiveness.

Duration: Half Day

WHO IS THIS COURSE FOR?

This Managing Relationships in the workplace programme is aimed at individuals who wish to:

- Gain knowledge and understanding of managing workplace relationships
- Be able to handle challenging situations when presented
- Put communication and respect for others at the heart of all relationships

OBJECTIVES

On completion of this programme, participants will:

- Understand the importance of managing workplace relationships
- Become better communicators
- Have a better knowledge of equality and diversity in the workplace

SUMMARY CONTENT

- Understanding and building relationship skills
- Communicating with respect
- Understanding boundaries
- Different approaches to managing conflict
- Equality and Diversity in the workplace
- Bullying and Harassment in the workplace
- Procedures for dealing with bullying and harassment complaints



How will you learn?

This course involves an interactive workshop format and will consist of a mix of:

- Teaching by an expert trainer using a variety of quality learning materials
- Group and individual learning activities
- Group discussion
- Personal action plans for future time management scenarios