

## Respectful Workplace → Starts with you!

**Respectful Workplace Program** (formerly known as Combat Bullying: 'Call it like it is!') has been specifically designed to challenge individuals to explore their own behaviours and attitudes. Most importantly the program is designed to empower you to act when you see or experience inappropriate behaviour in the workplace.

The program will assist you to display the confidence, courage and resilience to contribute to the creation of an empowered and safe working environment at your organisation.

### Respectful Workplace 'Virtual' Program inclusions:



#### **Virtual Training Classroom** (60 minute Session)

In this session we will explore why this topic is so important and the important role you play. This is an interactive session and will set you up for the rest of the program.



#### **Online Learning** (Approximately 60 minute)

This is a self-paced, interactive, video-based program with key information available for you to download. The program is broken into four key areas and explores:

**Module 1, Why:** a respectful workplace is vital for individuals, teams and organisations and why what we've done in the past to create positive change, has not necessarily worked, and what we need to do instead.

**Module 2, What:** we all need to do to play our part in creating a respectful workplace: Fess up, Face Up and Step up. This gets into the nitty gritty of the program.

**Module 3, How:** to play our part in a professional, effective and timely manner.

**Module 4, Where to:** next steps.



#### **Virtual Debrief Session** (60 minute Session)

In this final session we explore the 5E's communication framework to build your assertive communication skills. This interactive final session, we will also hear from you: your key learnings, questions and actions.

## Reality → *Fess Up*

### + Unpack the legalities - what is deemed inappropriate behaviour in the workplace

- Activity to explore bullying myths vs. realities
- Case studies of impacts of bullying, harassment and other disrespectful behaviour
- Legal obligations as well as internal policies and procedures to resolve issues

## Respect → *Face Up*

- Importance of 'intention' of calling it like it is and living DPC Values.
- Three things that enable poor behaviours to occur within workplaces
- Explore how to get involved the 'right' way if you witness inappropriate behaviour

## Contribution → *Step Up*

### + Activity

#### Case studies: is it reasonable or not?

- Clarity around what is **not** bullying!
- Difference between performance-based discussions vs. bullying
- Reasonable management action - what exactly is it?

## Communication → *Say it*

- 5 E's to 'facing up': 5-step process to be assertive in your communication
- The agreement frame to de-escalate conflict
- Empathy: what it means, why it matter and how to do it effectively

## Action → *Do it*

- Three keys to creating a respectful workplace:  
***Call it early, Call it straight & Call it fairly.***
- Importance of feedback: 'what gets rewarded gets repeated'
- Action planning post workshop