

NATIVE EDUCATION & TRAINING COLLEGE

Type of program: Certificate

Preventing Workplace Bullying

Run time: 17 Minutes

By definition, bullying is persistent, offensive, intimidating, or insulting behavior that makes the recipient feel upset, threatened, humiliated, or vulnerable. Without intervention, bullies generally do not accept responsibility for their behavior; they are unable or unwilling to recognize the effect of their behavior on other people. Left unchecked, workplace bullying leads to increased stress, reduced productivity, and harm to the physical and emotional well-being of staff members.

This is why workplace bullying training is essential. It's up to everyone in the organization to acknowledge that bullying is unacceptable, recognize bullying behavior, and work to prevent it.

Through vignettes that illustrate bullying on the part of both leaders and co-workers, this workplace bullying video program teaches viewers that the keys to preventing workplace bullying are:

- **Recognize Bullying Behavior** - Know what behaviors cross the line and are considered bullying.
- **Speak Up for Yourself** - Stay calm. Be confident. Share facts and feelings.
- **Stand Up for Others** - State your observations. Share your concerns. Explain the impact of the behavior.
- **Commit to Next Steps** - Review company policies. Document actions and responses. Involve HR or Management. Formalize your complaint.

The bullying video examples take place in offices, education, health care, and industrial settings. The main program is appropriate for both managers and employees. A supplemental Manager's Module gives leaders additional instruction on bullying behaviors and the damage they cause. Leaders are taught to address bullying when they observe it and are given a checklist of things that let them evaluate their own behaviors.

Note: This workplace bullying training program offers practical instruction on how to recognize and prevent bullying in the workplace. It shows bullying behaviors that, while not illegal, are typically prohibited by organizational policy.