

# Workplace Violence Workshop

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.

## Workshop Objectives:

- 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.



For more information or to reserve your spot in this workshop, please contact:

Joseph (J.J.) Frazier  
President  
Mastering the Positive, LLC  
Phone: (757) 962-7073  
Mobile: (757) 952-8340  
Visit: [www.masteringthepositive.com](http://www.masteringthepositive.com)  
Email: [jfraziers@cox.net](mailto:jfraziers@cox.net)



## CLASS CONTENT

### **Session One: Getting Started**

Workshop Objectives

### **Session Two: What Is Workplace Harassment?**

How to Identify

Costs to Your Business

Legal

Psychological

### **Session Three: Identifying the Bully**

Abusive Workplace Behaviors

Bullying and Personality Disorders

Narcissism

### **Session Four: How to Handle Workplace Violence**

Types of Behavior

Target the Behavior, Not the Person

Implement an Action Plan

### **Session Five: Risk Assessment (I)**

Understanding Anger and Aggression

Defusing & De-escalating Strategies

Communication Skills

Tactical Options

### **Session Six: Risk Assessment (II)**

Identifying the Hazard

Assessing the Risk

Controlling the Risk

Evaluating & Review

### **Session Seven: Being the Victim**

What is Not Considered Bullying

Steps to Take

### **Session Eight: Checklist for Employers**

4 Step Process

Addressing All Employees

Code of Ethics

Policy and Procedures

### **Session Nine: Interview Process**

Identify a Bully in the Interview Process

Warning Signs

Case Study

### **Session Ten: Investigation Process**

Advising Your Supervisor

Lodging the Complaint

Initial Response

The Investigation

The Findings

Review & Closure

### **Session Eleven: Developing a Workplace Harassment Policy**

Scope and Philosophy

Principles

Intent

Options

Informal Complaint Process

Formal Investigation Process

### **Session Twelve: Wrapping Up**

Words from the Wise

Lessons Learned