PROFESSIONAL DEVELOPMENT TRAINING

# Respect in the Workplace - 3 hours

09 884 0762

REQUEST QUOTE

0.5 DAY COURSE

**A manager's role is becoming increasingly complex. Not only are managers required to manage functions, deliver results and lead people, but they must also comply with New Zealand's workplace laws and employer obligations.**

**In New Zealand, employers have responsibilities to prevent and respond to workplace discrimination, harassment, sexual harassment and bullying under legislation including the Health and Safety at Work Act 2015, the Employment Relations Act 2000 and the Human Rights Act 1993. Harassment and bullying are workplace risks that organisations must actively manage, and employers are expected to have clear policies, reporting processes, training and appropriate responses in place.**

**Recent changes also extended the timeframe for raising a personal grievance for sexual harassment, reinforcing the importance of proactive prevention, manager awareness and effective workplace systems.**

**Would your business be able to demonstrate that it is meeting its obligations?**

**This half-day workshop will provide managers with an understanding of current New Zealand workplace laws relating to discrimination, harassment, sexual harassment and bullying, along with the specific responsibilities of every manager.**

## What You'll Gain:

This half-day workshop is designed in line with recognised New Zealand workplace best practice principles to equip managers with the knowledge and confidence to effectively carry out their responsibilities in relation to workplace behaviour, harassment prevention and respectful workplaces.

1. Training is conducted virtually and is instructor-led.
2. Participation is interactive, with learners engaging with the content in ways relevant to their own workplace context, experiences and leadership responsibilities.
3. Training encourages discussion and practical reflection, creating opportunities for questions, conversation and exploration of challenging workplace scenarios.

4. The workshop provides a respectful and safe environment for reflection, learning and the review of workplace behaviours and practices.
5. Training explores practical strategies for preventing and responding to discrimination, harassment, sexual harassment and bullying, including addressing barriers to reporting and fostering a respectful workplace culture.

In addition, participants will be provided with a workplace policy template that can be customised for their organisation.

# Outcomes

**Course participants learn about:**

- Understand the legal context
- Explore the impact on individuals and the organisation
- Understand what action to take if you observe or become aware of it occurring
- Understand your specific responsibilities as a manager
- Know what actions to take if you observe it in your workplace
- Understand the importance of organisational policies
- Understand the difference between formal and informal complaints process
- Understand how to support the complainant and alleged perpetrator
- Apply the applicable tenets if a complaint is received
- Understand ongoing education requirements for both leaders and employees

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# Modules

### Lesson 1: Legislation and Context

- State and Federal Legislation
- Workplace Health & Safety requirements
- Psychosocial responsibilities
- Respect@work Report
- Policies
- Positive Duty
- Liability

### Lesson 2: The Impact of Allegations

- Organisation
- Individuals

### Lesson 3: Discrimination

- Definition
- Examples
- Case Studies

### Lesson 4: Harassment

- Definition
- Examples
- Case Studies

- Calling it out

- Calling it out
- Reasonable Management Action

### Lesson 5: Sexual Harassment

- Definition
- Examples
- Case studies
- Calling it out

### Lesson 6: Bullying

- Definition
- Examples
- Case Studies
- Calling it out
- Reasonable Management Action

### Lesson 7: Complaints Process

- Organisational Policy
- Internal Complaints Process
- Conducting an Internal Investigation
- Tenets
- Possible Actions
- Support for all parties
- External Complaints and bodies

### Lesson 8: Review of Manager Obligations

- Policy
- Training
- Take Action
- Positive Duty framework
- Ongoing education

**Talk to our expert team**

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