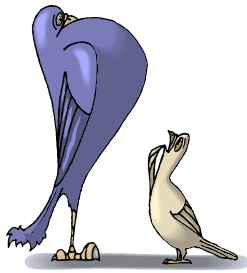


Anti-Bullying Training Kit

Sally Jetson & Associates



Off-the-Shelf,
Fully designed and
Ready-To-Run
Package:

\$895.00 inc GST

About The Training Kit:

The anti-bullying training kit is a powerful tool designed to raise awareness of workplace bullying and fear-based workplace conduct. You will learn how to identify bullying, how to prevent bullying, and how to manage those who bully.

The package is 2002 up-to-date and is suitable for Australian and international environments.

Contains latest information and strategies from the "International Workplace Bullying Conference" February 2002.

Delivery Time: 1-2 hours, with guidelines for 'minimum' delivery and 'comprehensive' delivery.

Topics include: definitions, examples (most obvious and less obvious examples); types of bullies and motivation; strategies to prevent, identify and deal with bullying; strategies that work and strategies that fail; factors that contribute to a culture of bullying and interventions designed to influence change.

Comments on current OSH, EEO and industrial frameworks and provides user-friendly summaries of relevant cases.

Teach others how to
recognise bullying
understand it,
deal with it,
and prevent it.



Your CD Based Package Contains:

- a plan of how you might deliver the topic
- relevant background and support material
- speakers notes to guide you through the presentation
- workplace bullying quiz
- review of a video that can be used to compliment the package
- PowerPoint presentation on CD
- facilitator's checklist covering everything you need before presenting
- attendance sheet template

Our training kits reflect twenty years of practitioner know-how.

The materials and the messages are sharp, practical and to-the-point

Bonus Material

The Toxic Workplace – From Shop Floor to Boardroom'

In addition to the material on bullying, we have included a bonus pack on toxic workplace behaviour. Includes definitions, examples, characteristics of toxic environments, risk factors, at-risk environments, links to OH&S; case studies, relevant case summaries and staggering statistics.

Relevant, powerful and timely!

- ❖ Train-the-trainer support is available for this package and can be delivered up front, or offered as just-in-time individual or small group coaching.
- ❖ Package can be custom-designed to suit your organisation's image, values and policies.
- ❖ Package provided as CD and hard copies in attractive presentation folder.

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Training Kit Series

Sally Jetson & Associates is an Australian based consultancy providing services for almost 20 years for the purpose of making the workplace a better place to be.

We provide training, organisational services and coaching. All interventions are designed and implemented on the basis of a sound business case, whether you have legal compliance requirements, a keen interest in being an employer-of-choice or want to make some changes for the better.

We provide regular training and development programs for 200 clients and offer nationally accredited (AQF) training in incident and grievance resolution, conflict management, conciliation, mediation and workplace investigations.

Where there are external factors that may impinge upon the management or resolution of workplace matters, our benchmark is the standard applied to those situations that have the potential to become legal or commission matters.

Visit our web-site for further information on our credentials and services.



Compliance & Awareness Materials:

We have available a variety of user-friendly and engaging communication materials available for distribution to staff.

Where you have **legal obligations** to inform staff of expectations on matters such as EEO or professional conduct, our materials have been written to meet those requirements.

Professional Development Materials:

We also provide a variety of professional materials, publications and training packages.

Our materials are suitable for managers, HR/ER/IR/EEO practitioners and associated roles.

Please get in touch for a catalogue.



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'making the workplace
a better place to be'

Anti-Bullying Training Kit

Equal Employment Opportunity Training Kit

Professional Conduct and Acceptable Behaviour Training Kit

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