



Griffin Training

Solutions for a Modern Workforce

Tel: 01 406 3851

Fax: 01 890 1374

Email: info@griffin.ie

www.Griffin.ie

Anti-discrimination Training Courses

Sexual Harassment Training	2
Diversity Awareness	3
Violence and Abuse in the Workplace.....	4



Sexual Harassment Training

In today's world businesses need to protect their employees and customers from sexual harassment. The mandate for this comes not only from the government, who has put in place legislation that puts the responsibility on employers to implement policies and actively prevent discrimination, abuse and sexual harassment in the workplace but modern workforces themselves insist on corporate responsibility. Employees are more likely to work efficiently and effectively if they feel satisfied in their position. In order to achieve maximum job satisfaction employees need to feel that they are working in a safe environment. Therefore, it is in the best interest of every company to ensure that its employees are protected from abuses, discrimination and harassment.

Griffin Training can help make this a reality. We can help a company implement a policy, and train employees to understand the issues surrounding harassment in the workplace. Our training programmes focus on preventing harassment in the workplace, helping employees understand what constitutes sexual harassment and how to respect and value all employees. We also assist employees who are feeling harassed in the workplace to direct their concerns through the proper channels and thereby bring it to the company's attention so that a company may deal with the issue in a fitting manner.

Objectives:

- Identify behaviour that can constitute harassment
- Prevent harassment in the workplace
- Assist employees to report harassment to the proper personal
- Value employees equally
- Build a positive team spirit to counter harassment

Content:

- Legal implications of sexual harassment in the workplace
- Definitions of workplace harassment
- Avoiding sexual harassment
- Practical implications of harassment in the workplace

Diversity Awareness

Ireland is changing and with it are its workforces. As its cities become more and more cosmopolitan so its workforces are becoming diverse. The modern workforce is made up of employees of difference race, age, gender, sexuality religion and disabilities. A diverse workforce has the potential to be a strong, vibrant and dynamic workforce but it also has the potential to cause friction, misunderstanding and discrimination. This applies not only to the way in which the workforce interacts with itself but also in its relationship to clients.

If a diverse workforce is to be strong it needs to understand its strengths and weaknesses. It needs to build on its strengths and minimise its weaknesses. This course is aimed at helping a workforce attain this. By looking at the different aspects of diversity, the ways in which diverse people interact and the basis for profitable relationships, a diverse workforce can build on its strengths prevent discrimination and become an asset to the organisation.

Objectives:

- To explore and understand interpersonal relationships within a diverse group
- Identify strengths and weakness of a diverse workforce
- Assist diverse groups to build on strengths
- Prevent discrimination
- Promote healthy interpersonal relationships

Content:

- The Basics of Interpersonal Relationships
- The Strengths of Diverse Workforces
- The Weaknesses of Diverse Workforces
- Strategies to Maximise the Advantages of Diversity
- Defining Discrimination
- Preventing Discrimination
- Dealing with Discrimination
- Developing Healthy Interpersonal Relationships

Violence and Abuse in the Workplace

For a company to be most effective in achieving its goals it relies on its staff to work efficiently and to the best of their ability. Staff cannot work efficiently if they are working in an environment in which they feel threatened or not valued. Staff who are victims of abuse (verbal or physical) or are under the threat of violence from other employees, management or clients will undoubtedly experience poor job satisfaction. This experience will lead to a drop in the quality of their work, in productivity, and ultimately profitability for the company.

To value employees and develop good inter-employee relations is without a doubt the best way of getting the most out of staff. A good team will be able to overcome all obstacles and work together to ensure the teams success and as a result the organisation's success. An organisation's workforce is its greatest asset; it can be its greatest strength or its greatest weakness. It is up to the company to decide which it will be.

If this is not incentive enough a company can also consider the following: a company who has not taken practical steps to protect its staff opens itself up to high-staff turnover (and all the costs that go with it) and possibly even expensive litigation. Companies have a legal obligation to prevent discrimination, abuse and violence in the workplace, it implement policies regarding these and to train their staff on how to avoid and handle abuse and violence in the workplace. We can help you do just that.

Objective:

- Understanding violence, abuse and bullying
- Avoiding violence and abuse in the workplace
- Preventing violence and abuse
- Dealing with violence and abuse should it arise.

Content::

- Assessing a company's risk
- Policies and policy implementation
- Identifying abuse and possible sources of violence in the workforce
- Preventing abuse and violence
- Reporting abuse and violence in the proper manner
- Valuing all employees
- Practical implications of violence and abuse on employees