Preventing Workplace Bullying and Harassment Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Workplace bullying and harassment remain critical challenges in modern organizational culture, directly impacting employee wellbeing, psychological safety, workplace ethics, productivity, retention, and compliance. Preventing Workplace Bullying and Harassment Training Course is designed to equip organizations with the knowledge and tools needed to build a respectful workplace culture, inclusive leadership practices, zero-tolerance policies, and legally compliant HR frameworks. Participants will explore how toxic behaviors, microaggressions, intimidation, and power abuse undermine organizational performance and damage employer branding.

In today’s evolving workplace landscape driven by remote work dynamics, digital communication risks, diversity and inclusion mandates, and global labor regulations—preventing harassment is not optional but a strategic priority. This course strengthens employee engagement, conflict resolution capabilities, whistleblowing systems, and ethical leadership accountability, ensuring organizations foster safe environments where all employees can thrive without fear of discrimination, retaliation, or psychological harm.

Programme Curriculum

Preventing Workplace Bullying and Harassment Training Course

Introduction

Workplace bullying and harassment remain critical challenges in modern organizational culture, directly impacting employee wellbeing, psychological safety, workplace ethics, productivity, retention, and compliance. Preventing Workplace Bullying and Harassment Training Course is designed to equip organizations with the knowledge and tools needed to build a respectful workplace culture, inclusive leadership practices, zero-tolerance policies, and legally compliant HR frameworks. Participants will explore how toxic behaviors,

microaggressions, intimidation, and power abuse undermine organizational performance and damage employer branding.

In today's evolving workplace landscape driven by remote work dynamics, digital communication risks, diversity and inclusion mandates, and global labor regulations—preventing harassment is not optional but a strategic priority. This course strengthens employee engagement, conflict resolution capabilities, whistleblowing systems, and ethical leadership accountability, ensuring organizations foster safe environments where all employees can thrive without fear of discrimination, retaliation, or psychological harm.

Course Duration

5 days

Course Objectives

1. Understand workplace bullying prevention frameworks
2. Identify harassment recognition and early warning signs
3. Apply psychological safety principles in teams
4. Strengthen organizational compliance and labor law awareness
5. Develop conflict de-escalation strategies
6. Promote inclusive workplace culture and diversity equity
7. Enhance employee reporting and whistleblowing systems
8. Build ethical leadership and accountability structures
9. Reduce toxic workplace behavior and microaggressions
10. Improve HR grievance handling procedures
11. Strengthen communication and respect-based interactions
12. Support mental health and employee wellbeing initiatives
13. Implement zero-tolerance harassment policies effectively

Target Audience

1. HR Managers and HR Officers
2. Team Leaders and Supervisors
3. Senior Executives and Directors
4. Compliance and Legal Officers
5. Employee Relations Specialists
6. Organizational Development Professionals
7. Health, Safety and Wellbeing Officers
8. General Employees across all departments

Course Modules

Module 1: Understanding Workplace Bullying

- Definition of bullying, harassment, and discrimination
- Types of workplace bullying (verbal, psychological, digital)
- Power dynamics and toxic behavior patterns
- Legal and organizational implications
- Case Study: A corporate team experiencing persistent managerial intimidation leading to turnover crisis

Module 2: Recognizing Harassment Behaviors

- Identifying direct and indirect harassment
- Microaggressions and subtle discrimination
- Gender-based and cultural harassment indicators
- Digital harassment in remote workplaces
- Case Study: Remote employee facing continuous exclusion in virtual meetings

Module 3: Psychological Safety at Work

- Building trust-based workplace environments
- Importance of open communication
- Impact of fear-based leadership
- Employee voice and engagement mechanisms
- Case Study: High-performing team failure due to fear of speaking up

Module 4: Legal Frameworks and Compliance

- Workplace harassment laws and regulations
- Employer responsibilities and liabilities
- Reporting obligations and documentation
- Disciplinary procedures and due process
- Case Study: Organization facing lawsuit due to ignored harassment complaints

Module 5: Reporting and Whistleblowing Systems

- Designing safe reporting channels
- Confidentiality and non-retaliation policies
- Role of HR and compliance units
- Building trust in reporting systems
- Case Study: Employee retaliation after reporting misconduct

Module 6: Conflict Resolution and De-escalation

- Conflict identification and early intervention
- Communication techniques for resolution
- Mediation and facilitated dialogue
- Emotional intelligence in conflict handling
- Case Study: Team conflict escalating into formal complaint due to poor mediation

Module 7: Inclusive Leadership and Culture Building

- Leadership accountability in behavior modeling
- Diversity, equity, and inclusion integration
- Eliminating unconscious bias
- Creating respectful workplace norms
- Case Study: Department transformation after leadership behavioral training

Module 8: Prevention Strategies and Policy Implementation

- Developing anti-bullying policies
- Training and awareness programs
- Monitoring and evaluation systems
- Continuous improvement strategies

- Case Study: Company reducing harassment cases through proactive policy enforcement

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com