

OVERVIEW

The UK is becoming increasingly diverse and in order to meet the diverse needs of employees, customers and suppliers, employers need to be proactive in promoting equality and diversity. Employers also have a legal, moral and ethical obligation to value diversity and ensure equality in the workplace. Managers play a key role in ensuring that the workplace is free from bullying, harassment and discrimination.

Who is it for?

This half day workshop is aimed at those with the responsibility of managing others. Not only will it allow managers to reflect on their own attitudes, actions and raise self-awareness, it will also look at the roles and responsibilities that managers must play and how they should deal with any complaints.

Content:

- Defining equality and diversity
- Valuing diversity in the workplace
- Diversity and discrimination in recruitment
- Stereotypes and prejudice
- Legislation that protects employees against discrimination and harassment
- The consequences and impact of bullying and harassment
- How to challenge constructively inappropriate behaviour
- Skills for managers around communication, body language and giving feedback
- Roles and responsibilities of managers
- Process for dealing with complaints

Learning Objectives:

By completing this workshop, attendees will:

- Appreciate the value of diversity in the workplace
- Be familiar with the legislation relating to discrimination and harassment
- Understand how discrimination and harassment can form and potential consequences
- Be confident in taking action and dealing with complaints

