



Bullying and Harassment at Work

Bullying and Harassment at Work -
Online Training Course - CPDUK Accredited



Corporate
Member

The CPD Certification Service



OVERVIEW

Welcome to The Mandatory Training Group's online Bullying and Harassment at Work training course for all sectors. This online training course was developed in line with the latest UK legislation and meet the requirements set out by the Health and Safety Executive (HSE) and other professional and regulatory bodies.

Bullying and Harassment at Work Training Course – CPDUK Accredited E-Learning Course

- Study method – Online, self-paced
- Estimated duration (Indicative CPD hours) – 2 hours
- Course format – Online (24/7 access)
- Entry requirements – no prerequisites required
- Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- Certification/Qualification – Downloadable CPD certificate
- Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- Course accreditation – CPD Certification Service (CPDUK)
- Course access – Part-time (1-year access)
- Course delivery – via desktop PC/MAC, laptops, tablets or smartphones.

Who is the course for?

This comprehensive online Bullying and Harassment at Work training course is suitable for all employees, as well as employers, HR staff, managers, and supervisors who are responsible for the health, safety, and welfare

Course aims

This online bullying and harassment at work training course explores the difference between bullying and harassment, outlines the current UK laws that protect workers from harassment, and the laws that make tackling bullying a statutory duty for employers.

Bullying and harassment in the workplace take many forms. It may sometimes be covert and insidious or a one-off blatant incident. Whichever way it manifests, bullying and harassment in the workplace are always unacceptable. This online Bullying and Harassment at Work training course will help workers and managers alike to recognise the various forms of bullying and harassment and understand their responsibilities in line with UK law.

Learning outcomes

The learning outcomes of this online Bullying and Harassment at Work training course are to:

- ◆ Understand the meaning of bullying and harassment,
- ◆ Understand the difference between bullying and harassment,
- ◆ Recognise the overt and covert signs of workplace bullying and harassment,
- ◆ Be aware of their responsibilities with regards to bullying and harassment,
- ◆ Know the organisational responsibilities to carry out a risk assessment and to implement control measures that will reduce and eliminate risks,
- ◆ Recognise the effects that bullying and harassment have on the individual, those who witness it, and on the organisation,
- ◆ Know how to prevent bullying and harassment, and
- ◆ Know where to find help

What is covered in this course?

This online Bullying and Harassment at Work training course covers the following:

An introduction to workplace bullying and harassment, including;

- Definitions of bullying and harassment,
- Examples of workplace bullying and harassment,
- The impact of bullying and harassment and how they affect staff and the organisation,
- How and where bullying and harassment happens,
- The law relating to bullying and harassment and the law,
- Types of harassment and bullying,

Recognition of what is not bullying and harassment and;

- The risk factors that lead to bullying,
- Individual and organisational culture about bullying and harassment,
- How to develop a healthy culture with fellow employees,
- Individual and organisational responsibilities

Guidelines and procedures including;

- Local bullying and harassment policies,
- Local management Standards and codes of professional standards,
- Informal and formal measures, formal complaints procedures, mediation, constructive dismissal and employment tribunals.

Organisational responsibilities to support employees, including;

- Reasonable steps that must be taken to protect and support employees who are at risk of bullying,
- Handling complaints, providing advice, confidentiality, counselling, rehabilitation, sickness absences, return to work interviews and fit to work notes,
- Where and how to get help and support.

Why is Bullying and Harassment at Work training significant?

Workplace bullying is a persistent pattern of mistreatment from others in the workplace that causes either physical or emotional harm. It can include such tactics as verbal, nonverbal, psychological, physical abuse and humiliation. This type of workplace aggression is particularly tricky because, unlike the typical school bully, workplace bullies often operate within the established rules and policies of their organisation and their society.

In the majority of cases, bullying in the workplace is reported as having been by someone who has authority over their victim. However, bullies can also be peers, and occasionally subordinates.

What is harassment?

Workplace harassment is the belittling or threatening behaviour directed at an individual worker or a group of workers. Recently, matters of workplace harassment have gained interest among practitioners and researchers as it is becoming one of the most sensitive areas of effective workplace management.

In Asian countries, it attracted lots of attention from researchers and governments since the 1980s, because a significant source of work stress is associated with aggressive behaviours at the workplace.

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Mandatory Training Group

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Learn. Develop. Comply

HOW IT WORKS

Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality-assured CPD certificate

100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

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ACCREDITATION

End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuous Professional Development (CPD) guidelines.



The image shows a large, rounded rectangular badge with a white background and a dark blue border. On the left side, there is a logo for 'Mandatory Training Group' featuring the letters 'CPD' in a stylized blue font above the text 'Mandatory Training Group' and a small icon of two people. In the center, the text 'Corporate Member' is written in a large, dark blue font, with 'The CPD Certification Service' in a smaller font below it. On the right side, there is a logo for 'CPD CERTIFIED' in a purple font, with 'The CPD Certification Service' and 'Collective Mark' below it. At the bottom of the badge, the text 'CPD UK Corporate Membership Number- 11177' is displayed in a dark blue font.

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Mandatory Training Group 

WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.



Civility in the Workplace Training Course for Global Executives

"YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."

Nicolle Billmyre, YPO, Texas, USA



City and Hackney

Clinical Commissioning Group

Counter Fraud, Bribery and Corruption Training for NHS Providers

"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".

Harriet Griffiths, NHS City and Hackney CCG, London, UK



Accredited Training Courses, Programmes and Regulated Qualifications

"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".

Mansh Bhatti, Reed Courses, London, UK

“When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements”.

Anne Joy, OSD Healthcare, Hemel Hempstead, UK



Healthcare choice for **everyone** **Statutory and Mandatory Training for Healthcare Providers**

“All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent”.

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK



Online Training and Development for the Public Sector

“We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial.”

David Sanchez, Eden Brown Synergy, London, UK



Blended Train the Trainer Courses for Healthcare Providers

“We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments”.

Kate McLoughlin, Nuffield Health, Bournemouth, UK



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LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

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