

# Building a Respectful and Positive Work Environment

Course Length: 1-Day (8:30 am – 4:00 pm)

Course Cost: \$350 + GST

As a supervisor or manager in a workplace, are you aware of your duties and responsibilities to ensure that the workplace your employees face is free from harassment and negativity?

This two part course is ideal for organizations who wish to ensure that they are following the rules and regulations in Saskatchewan as pertains to maintaining a workplace free from harassment; and who want to transform their organization from a negative to a positive culture.

## Respectful Workplace:

Saskatchewan people have a right to healthy and safe work environments, free from harassment. Under the new Saskatchewan Employment Act, employers are required to take reasonable steps to prevent and stop harassment that arises out of or is connected to a worker's employment.

## Positive Workplace:

Do you feel that the culture of your work environment is negative? A *negative work environment* is a workplace in which people are sufficiently uncomfortable, unhappy, overburdened, anxious, or stressed so that they are not able to perform to a standard of excellence.

## Who should attend?

Supervisors, managers, human resources professionals.



## Course Outline

### Morning: **Building a Respectful Workplace**

1. Simple Definition of Harassment
2. Definition under Saskatchewan Law
  - Two types of Harassment under SK Law
3. Employer's responsibilities in regards to harassment
4. The negative impacts of harassment in the workplace
5. Examples of what is and what is not harassment
6. What responsibilities do employees have when it comes to harassment?
7. Example of a simple harassment policy
8. As a supervisor, what are the steps to take if faced with a harassment claim?
9. Two types of complaints (informal and formal)
10. Retaliation by the harasser
11. Brief overview on how to conduct a harassment investigation.
12. What are the potential outcomes if a harassment investigation determines a violation did occur?
13. How to prevent harassment from occurring

### Afternoon: **How to build a Positive work environment**

#### Part 1: Overcoming the Negative

1. Definition of a negative work environment
2. What are the contributing factors that create a negative work environment?
3. Understanding the warning signs that a work environment is turning negative
4. What are the steps to take to identify a negative work environment?
5. Understand the difference between pervasive and isolated issues
6. Discover approaches to conflict resolution
7. How to troubleshoot specific problems
8. How to begin to overcome negativity
9. Common management mistakes
10. Learn the 24/7 Aspect of Management



## Part 2: Creating the Positive

1. Implement Positive Strategies
2. Build a Positive Team
3. Playing to People's Strengths
4. Elements of a Positive Work Environment
5. Understanding the Positive Work Environment
6. Positive Strategies
7. Types of Motivators
8. Engagement
9. Understanding the limitations of listening
10. Understanding sphere of influence
11. How to build a Positive team
12. The Nimble Manager
13. The 5 Levels of Leadership
14. Situational Leadership
15. Playing to your team's strengths
16. 50 Ways to improve your work environment

For course listings visit [www.sbccollege.ca/corporate](http://www.sbccollege.ca/corporate)

Please call **(306) 244-6340** or email [corporate@sbccollege.ca](mailto:corporate@sbccollege.ca) to register.



CETAC  
ACCREDITED  
COLLEGE

**Microsoft Partner**  
Silver Midmarket Solution Provider

