



Respect in the Workplace

Course Description

Respectful communication – when you experience it, work is engaging. When you don't, work can be unproductive, disruptive to your emotional balance, and not engaging. When respectful communication is lacking, problems can escalate easily.

We are united in our desire to work for personal reasons, but do not necessarily share similar life experiences and communications styles. Unknown or known biases, limited experience working with differences, and conflict, create the necessity for respectful communication courses. The overarching goal of this course is to create a common understanding of the impact of these differences by collectively defining respect, civility, and inclusiveness.

Length: 5.5 hours

By the end of this course, participants will be able to:

- Define and recognize discrimination and harassment, along with **a detailed review** of their company's policies and procedures around harassment
- Identify successful and unsuccessful communication and describe the impact on relationships
- Define and practice respectful communication
- Identify challenges to respectful communication and potential solutions
- Draft a shared definition of respectful communication coupled with individual, group and proposed agency guidelines.