

Education
Prevention
Intervention

Respectful Workplace in a Box*

by Stephen Hammond, BA, LLB, CSP

COMPREHENSIVE CANADIAN TRAINING MANUAL
for workplace leaders to eliminate
harassment, bullying, and discrimination

**ok, it's actually in a binder
but it's a really nice binder*

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Purpose

To give Canadian employers a training manual with an all-Canadian curriculum; instructions; answers to typical questions; cases; hand-outs; slides; instructional recordings and templates; allowing them to carry out their OWN internal training and education to prevent and eliminate harassment, bullying and discrimination.

What

RESPECTFUL WORKPLACE IN A BOX has everything your Canadian workplace needs to educate your employees and managers to prevent and avoid the costly and unproductive effects of harassment, bullying and discrimination. **There are MORE than 600 pages of not just training exercises and instructions, but word-for-word dialogue to ensure successful results in your workplace.**

If you want a quick **15 minute** session, not only do you have instructional dialogue, but you have a video recording which can be used by the instructor. There are **2 hour** and **half day** sessions good for employees and managers. Finally, there is a **full day session**, just for supervisors and managers to ensure they have more detailed information about your workplaces' legal obligations.

For those who want a bit more support, your trainers can take part in a one-day train-the-trainer course where they get hands-on training from Stephen to ensure they feel comfortable with the manual. For 6 months after the training, your trainers get unlimited access to Stephen to ask any questions or concerns they may have. Then a few months after the train-the-trainer course, trainers can take part in an hour-long tele-seminar where Stephen answers any and all questions.

Why

Canadian workplaces are under ever-increasing legal pressure to deal with all forms of harassment, bullying and discrimination.

Are you aware:

- 82% of Canadians live in a jurisdiction that protects employees from bullying, not just human rights harassment and discrimination?
- Even though we've had years of training about sexual harassment and discrimination, up to 25% of complaints to human rights commissions or tribunals are related to sex?
- Overwhelmingly, formal complaints to Human Rights are about employment problems?
- Most often the biggest expense from a formal complaint comes from &me responding to a complaint, meetings to resolve or litigate the complaint, and paying the lawyers' bills which can cost tens of thousands of dollars?

If you don't take the &me and spend some money to educate your managers and employees about these issues, you may very well be spending many hours and loads of money on lawyers and public relations firms after a formal complaint is made. With tight budgets, unrealistic timelines and never-ending demands, your workplace can't risk an expensive, time-wasting, legalized process that can throw everything off-kilter.

PREVENTION IS THE KEY

"I've sat in many class lectures before and I don't think I've ever seen such a large group of students listen intently without fidgeting with iPods, cellphones or laptops."

*Tiffany Yu,
Engineering Student,
University of Victoria*

The TRAINING MANUAL

\$4500

Educational templates for:

- Sexual harassment
- All forms of inappropriate behaviour including harassment, bullying and discrimination

The training session templates include:

- 15 – 30 minutes – staff and managers
- 2 hours – staff and managers
- 3-3.5 hours – staff and managers
- 1 day – supervisors and managers only

The content of the training manual includes:

- Enough educational information for the instructors to feel confident when a “different” question comes their way
- Effective and interactive training exercises to achieve your training goals
- Verbatim dialogue to ensure success for even those uncertain trainers
- Answers to typically-asked questions during a training session
- Teaching tips (you’ve got to keep an audience engaged if you want them educated)
- Audio/video recordings of slide presentations when the instructor needs/wants some help
- Dozens of write-ups of real Canadian cases to be used in most of the training modules (people like cases and participants get to learn from the mistakes of others)
- All the hand-outs, PowerPoint/Keynote slides, templates, and other supporting information needed for the training session
- Information about legal requirements for each Canadian jurisdiction regarding harassment, bullying and discrimination
- An actual binder for hands-on use as well as supporting resources on a flash drive
- Every word written by Stephen Hammond, who in addition to previously being a lawyer, and labour relations manager, has been training Canadian employees and employers for more than 22 years. You get virtually everything he knows on paper.

With the manual, trainers receive a 30 minute telephone call with Stephen Hammond where he will give important tips and suggestions about the manual (up to 3 people on the call)

When you buy the manual, you get it for good. There are no restrictions on the size of your organization or how many people you train. A license agreement will spell out the binder’s use for internal purposes and the rest is up to you.

About the Training Manual author/trainer

Stephen Hammond, B.A., LL.B., CSP is an expert in the field of workplace harassment, bullying and discrimination. For more than 22 years Stephen has trained thousands of people from one end of Canada to another. Before attending law school, Stephen worked in human resources management. While attending Osgoode Hall Law School in Toronto, he continued to work part time in human resources management. Stephen practised labour law before going back into employee and labour relations management. During his work with employers he noticed a hunger for good, effective tools to avoid workplace problems and, better still, to encourage good workplace techniques. Stephen went out on his own to deliver education to employers, employees and unions and never looked back.

He joined the Canadian Association of Professional Speakers (CAPS) 10 years ago and in addition to being the President of the Vancouver Chapter one year, he is presently the chair of their National Ethics Committee. In 2008 Stephen achieved the designation of CSP, Certified Speaking Professional, which is the highest designation given to speakers in the Global Speakers Federation. Approximately 50 members of CAPS hold this designation.

Stephen is the author of two books: *Managing Human Rights at Work: 101 practical tips to prevent human rights disasters* which is in the hands of more than 15,000 Canadian supervisors, managers and union representatives; and *Steps in the Rights Direction: 365 human rights celebrations and tragedies that inspired Canada and the world* which has sold out. In addition to training, Stephen is an engaging keynote speaker. Whether training or delivering keynotes, Stephen is known for his subject- matter expertise, his passion for fairness and equality and his humour.

"Your style and manner in addressing the issues within the room were very effective and we felt much more prepared to understand and be mindful of the risks in these extremely important areas of our business after your presentation."

*Peter Blake, C.A.
Chief Executive Officer
Ritchie Bros. Auctioneers Incorporated*

"This guy is funny (very funny), he's entertaining, he's current and he knows his subject matter like the back of his hand. Our members said this was the best we have ever received from any one speaker at any of our Professional Development days."

Melinda Heidsma, Chair, BC CEO Network