



The Respectful Workplace

In a respectful workplace

- *employees are valued*
- *communication is polite and courteous*
- *people are treated as they wish to be treated*
- *conflict is addressed in a positive and respectful manner*

DESCRIPTION: How would you describe your workplace? A **Respectful Workplace** encourages everyone's strengths. People take the initiative to make suggestions and adapt to change because they feel their opinion matters. Conflict is healthy with everyone listening to all sides of the situation to determine the best solution. This interactive workshop utilizes discussion, video clips, self-reflection, and team activities to learn the tools and techniques to create a respectful workplace.

INSTRUCTOR: Deborah Avrin, SPHR

WORKSHOP OBJECTIVES: The participant will learn how to

- Define the benefits of a respectful workplace
- Explore what constitutes professional behavior and boundaries
- Discuss the behaviors that build trust and bust trust
- Discover how their styles can affect their workplace relationships
- Adapt to coworkers whose styles differ from theirs
- Use listening and inquiry skills in resolving workplace conflict
- Develop an action plan to implement skills learned

WHO SHOULD ATTEND: Suitable for any audience

PREREQUISITES: None

LENGTH: full-day or two half-days

SUPPLIED MATERIALS: Participant Manual, Workplace Profile, two Companion Profiles, plus supporting materials.