

# MANAGING POOR BEHAVIOUR IN THE WORKPLACE

**Discover a proven method to stamp out unacceptable employee behaviour**



**T**ake a refresher course in workplace behaviour training. Learn positive behaviour strategies to remove negative behaviours such as bullying and discrimination. If you are serious about removing unacceptable employee behaviours in the workplace then this course is perfect.

Don't miss out on this breakthrough course in workplace behaviour training. Learn positive behaviour strategies to remove negative behaviours such as workplace bullying and workplace discrimination. This course is an opportunity to audit and label positive and negative workplace behaviours. Help your people learn behaviour strategies to optimise behaviours at work.

Review your performance appraisal systems and leverage your performance management tools. The next time you are confronted with unacceptable employee behaviour in the workplace you'll have a proven methodology to follow.

This course focuses on recognising & rewarding positive workplace behaviours and removing behaviours at work.

Review the positive and negative behaviours in your workplace. This course was designed by a team of behavioural psychologists and leaders from Top 500 Companies. The day explores negative workplace behaviours and positive workplace behaviours. As one of our psychologists remarked "Negative workplace behaviors are like two rats sneaking into your house before you go on holiday — they can multiply very quickly and literally bring the house down". It's an experiential type learning course and your facilitator has over 15 years experience dealing with workplace behaviours.

## KEY LEARNING OUTCOMES

**At the conclusions of managing poor behaviour in the workplace participants will be able to**

- Distinguish between acceptable performance management practices and workplace bullying
- Write clear job descriptions
- Review employment legislation and guidelines for dismissal
- Clarify role expectations
- Set a platform for behavioural based discussions in the workplace
- Identify the signs of harassment in the workplace
- Substitute a culture of blame with a solutions approach
- Discuss grievance procedures
- Learn how to discuss a formal and failsafe discipline conference
- Identify root cause of workplace performance issues (instead of focussing on symptomatic workplace issues)
- Clarify acceptable and unacceptable workplace behaviours
- Analyse workplace emotions and bi polar behaviour
- Manage poor performance
- Discover the keys of giving and receiving feedback
- Calibrate measurable performance standards for your employees

## TESTIMONIALS

"What I really like about your company is the fact that I can come to you with a need, and you come back very quickly with a high quality trainer or facilitator, who will deliver a tailored program to suit our needs."

— **A Wright, Manager Learning & Development, Dept of Health**

"Preferred Training Network developed a coaching training package that really met our needs and they made the contextualizing process so easy. The trainer was refreshing and innovative and really knew his stuff."

— **A Martin Manager, SA Ambulance Service**

## NUTS AND BOLTS

This program can be facilitated at your office.

### Guidelines

- **Group Size:** An ideal group size is 6 – 10 participants.
- **Venue:** For your convenience, you can choose to conduct this program at your offices. Alternatively, we can provide a venue at a small additional cost.
- **Duration:** This program can be adapted to fit your timeframe. (We recommend a one day course).

- **Cost:** Upon request.
- **Target Audience:** Managers, Supervisors, Team Leaders

**Look at what you receive within 24 hours at no cost:**

- a program outline
- a bio of a proposed facilitator
- program cost
- possible dates (if requested)

## PREFERRED TRAINING NETWORKS

**Ph: 1300 323 752 email: [mail@preftrain.com.au](mailto:mail@preftrain.com.au) Web: [www.preftrain.com.au](http://www.preftrain.com.au)**



PREFERRED TRAINING  
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