



BLUEPRINTING ACCEPTABLE & UNACCEPTABLE WORKPLACE BEHAVIOURS

"Respect for ourselves guides our morals, respect for others guides our manners." - Laurence Sterne

As we spend lots and lots of time interacting with each other at work, it is important for us to understand what constitutes acceptable and unacceptable behaviour. This course will provide you with a blueprint to help navigate through diverse work environments and ensure that your actions align with harmonious workplace standards. We will explore the impact of workplace behaviour on individuals, teams, and your overall organisation. Through interactive discussions, case studies, and real-life scenarios, you will gain the necessary skills to cultivate a positive and respectful work culture.

Key Course Content:

- Agreeing acceptable/unacceptable workplace behaviours
- Working as a team – team behaviours
- Blueprint the greeting experience both face-to-face and virtually
- Recognising the impact of unacceptable behaviours on work performance and team dynamics
- Figuring out helpful and unhelpful behaviours
- Making a line in the sand
- Understanding different behavioural styles
- Developing skills to manage and resolve conflicts in a constructive and respectful manner
- Constructing a team charter
- Disagreeing better
- Empowering employees to speak up and report any unacceptable behaviours they witness or experience.
- Promoting a culture of accountability and professionalism in the workplace.



Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



Duration:

This course is available as a 1-day course or a truncated ½ -day course.



Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



Group Size:

We recommend a group size of 4-10 people.