



# Workplace Training



**“There is nothing more demoralising than  
having to work in a toxic environment where  
bullying thrives”**

# CONTENTS

**The CultureSafe Christchurch team ..... 2**

**Management Training..... 4**

**Cultural Awareness and Bullying ..... 5**

**Employee Training/Workshop ..... 6**

**The Psychology of Bullying..... 7**

**How to manage Bullying complaints workshop (Managers) ..... 8**

**Creating a Healthy Workplace..... 9**

**Workplace Bullying for year 12/13 students entering the workforce..... 10**

**Developing and reviewing your Bullying and Harassment Policies..... 12**

**Contact us..... 13**

# The CultureSafe Christchurch team

## Maryline Suchley

**Owner, Facilitator and Advocate**



I emigrated from the UK and have been involved in Education for over 20 years. I started my teaching career in South East London before coming to New Zealand to teach in Auckland and Christchurch.

I have a passion for preventing and dealing with bullying in both schools and workplaces as I believe that the best way to tackle bullying is through education and training. My work involves representing people who have been bullied, providing training and advocating for change.

Karen Nicolas



Prior to training as a primary teacher, I worked in publishing, where my role involved writing, editing and proofreading. I have also undertaken volunteer

work supporting refugees settling in the UK and teaching English as a volunteer overseas. Most recently, I volunteered in Kolkata at a children's home for children with physical disabilities. As a primary teacher I have taught at various schools, both in the UK and New Zealand. Whilst working in the education sector, I have experienced workplace bullying myself and have also supported a number of colleagues who have been bullied. I understand the detrimental effects that bullying has on a person's mental, emotional and physical wellbeing

Vicki Lee Ann Turner



I have been providing counselling for 20 years to a number of different clients. I am a qualified mental health specialist and a member of the NZ Association of Counsellors. I am trained in the person-centered modality of counselling. These modalities support issues relating to PTSD, anxiety, grief and trauma which are often a consequence of the effects of bullying. I understand the effects that bullying has on the individual person as well as how it can also impact family members who are supporting people being bullied.

## Workplace Bullying for Managers

The session will cover

- What is bullying and what is not bullying
- Barriers to understanding bullying
- Identifying bullying behaviours
- The effects of bullying on the individual
- The effects of Bullying on the team
- The effects of Bullying on the Organisation
- Understanding the responsibilities of Managers and knowing what to do if bullying or harassment takes place
- Minimising the likelihood of bullying occurring
- Principles to follow when investigating reports or complaints in house
- Feedback survey so you can gauge where your Managers are at and how they will use the session to improve their management skills around bullying. Data will be supplied to your organisation/business (optional)

\*We will adapt this course to suit your business/organisations needs

### Cost.

**1 ½ to 2-hour session plus course materials and survey results. \$990+GST**



## Workplace Bullying for Staff

The training session will cover

- What is bullying and what is not bullying
- Barriers to understanding bullying
- Identifying bullying behaviours
- The effects of bullying on the individual
- The effects of Bullying on the team
- The effects of Bullying on the Organisation
- What to do if you are being bullied or witness bullying
- Minimising the likelihood of bullying occurring
- Feedback survey so you can gauge where your staff are at and how they will use the session to improve their skills around bullying. Data will be supplied to your organisation/business (optional)

\*We will adapt this course to suit your business/organisations needs

### Cost.

**1 ½ to 2-hour session plus course materials and feedback Survey. \$990+GST**



## How to Manage Bullying Complaints (Managers)

The training session will cover

- What is legally considered bullying and what is legally considered not bullying
- Identifying bullying behaviours
- Practical guide on what to do if a staff member raises a complaint
- Principles to follow when investigating reports or complaints of Bullying
- How to run a fair and reasonable investigation.
- How to avoid ending up at the Employment Relations Authority

\*We can adapt this course to suit your business/organisations needs

### Cost.

**1 ½ to 2 hour session plus course materials. \$990+GST**



## Creating a Healthy Workplace (Management and Staff)

The training session will cover

- What makes a toxic environment
- What are the effects of a Toxic environment
- How to prevent a toxic environment
- How to change workplace culture
- What to do if you have toxic employees in the team (problem solving)
- Question and Answer session (directly related to what employees are experiencing)

\*We can adapt this course to suit your business/organisations needs

### Cost.

**1 ½ to 2 hour session plus course materials. \$990+GST**



## Cultural Intelligence

The training session will cover

- What is Cultural Intelligence
  - Improve diversity practices and sharpen Cultural Intelligence
  - Recruiting or selecting from a candidate pool with a range of ethnicities,
  - Managing across cultures
  - Why diversity works
  - How culturally intelligent is your workplace (anonymous survey; optional)
- \*We can adapt this course to suit your business/organisations needs

### Cost.

**1 ½ to 2 hour session plus course materials. \$990+GST**



## The Psychology of Workplace Bullying

The training session will cover

- What is bullying and what is not bullying
  - Just who is a bully
  - The mind behind the bully
  - Rewriting bullying behavior
  - How to handle a bully
- \*We can adapt this course to suit your business/organisations needs

### Cost.

**1 ½ to 2 hour session plus course materials. \$990+GST**



## Workplace Bullying for senior school students heading out into the workforce.

The training session will cover

- What is bullying and what is not bullying
- Identifying bullying behaviours
- What to do if you think you have been bullied
- What to do if you witness bullying
- How to keep yourself safe

\*We can adapt this course to suit your needs

### Cost.

**1 ½ to 2 hour session plus course materials. \$990+GST**



## Review and development of Bullying, Harassment and Cultural Safety Policies

- This is a session that can involve Staff or Managers or both.
  - Alternatively, organisations can send their policies and we will review them or rewrite policies
- \*We can adapt this course to suit your business/organisations needs

### Cost.

Cost is dependent on what is required but a quote can be provided.



## Contact Us

Maryline Suchley

0210732650

Email: [msuchley@Culturesafechristchurch.co.nz](mailto:msuchley@Culturesafechristchurch.co.nz)

Facebook: CultureSafe Christchurch

Useful links:

<https://www.rnz.co.nz/news/national/409590/bullying-at-work-lies-at-heart-of-nz-s-mental-health-crisis-advocate>

<https://www.stuff.co.nz/business/better-business/118058741/is-enough-being-done-to-end-new-zealands-culture-of-bullying>

<https://podcasts.apple.com/ao/podcast/women-on-the-waves-culture-safe-nz/id1022110351?i=1000463848777>

<https://www.rnz.co.nz/national/programmes/first-up/audio/2018696118/parliament-s->