OFFICIAL COURSE OUTLINE

Course Code:	CRES-1310
Short Title:	Workplace Bullying
Long Title:	Workplace Bullying: What you need to know
Prerequisites:	N/A
Co-requisites:	None
School:	Health, Community and Social Justice
Division/Academy/Centre:	Centre for Conflict Resolution
Previous Code & Title:	N/A
Course First Offered:	May 1, 2015

Credits:	0

Course Description

Changes to the Work Safe OHS Regulations require employers and employees to recognize and address bullying and harassment in the workplace.

This course provides learners with information and insight to recognize and address bullying behaviour as well as strategies for advocating respectful behaviour in the workplace.

Learners examine the definition, dynamics and impact of workplace bullying and explore effective strategies to stop the bullying cycle in an organizational environment.

This course is self-paced and delivered online. Course components include a series of first-hand accounts of the impact of bullying, educational resources, reflective work, and an evaluation of the learning. This course will be most useful for employees in a front line position.

Course Goals

Recognize and understand the dynamics of workplace bullying in the context of Canadian organizational environments and demonstrate respectful and self-supporting strategies to respond to workplace bullying.

Learning Outcomes

Upon successful completion of this course, the learner will be able to:

1. Define bullying behaviour and the key characteristics of the parties involved in bullying dynamics (targets, perpetrators, and bystanders).
2. Discuss legal implications in relation to bullying and harassment.
3. Explain the relationship between bullying behaviour, workplace cultural norms and power.
4. Describe the effects of workplace bullying on targets, workplaces and communities.
5. Differentiate the roles and responsibilities of targets, bystanders, and managers/supervisors in relation to workplace bullying.

Course Topics/Content

- Definitions – bullying, personal harassment, formal harassment, and discrimination
- Examples of workplace bullying
- Overview of relevant legislation
- Relationship between bullying, workplace cultural norms, and power
- Characteristics of targets and perpetrators
- Effects on targets, workplaces and communities
- Roles and responsibilities of:
  - Targets
  - Managers/supervisors
  - Bystanders

Text & Resource Materials

Case studies, video testimonials and fact sheets. All resources are available online. A computer with Internet access is required.

Equivalent JIBC Courses

N/A

Instructional Method(s) *(select all that apply)*	Hours
☒ Direct Instruction (lecture, seminar, role plays, independent study, etc.)	2
☐ Supervised Practice (includes simulations & labs)	
☐ Practice Education, Field Placement, Internship or Co-op	
Total	2

Course Evaluation

The evaluation criteria used for this course are represented below. Specific course evaluation information will be provided by the instructor at the start of the course.

Criterion	% of Final Grade (may be represented as a range)
Course work (activities, assignments, essays, reports, etc.)	
Quizzes and exams	100%
Simulations/Labs	
Attendance/Participation (in class or online)	
Practice Education/Internships	
Total	**100%**

Comments on Evaluation

Course Grading Scheme*

☐ **JIBC1 (A to F)**   ☐ **JIBC2 (MAS/NMA)**   ☒ **JIBC3(CM/IN)**   ☐ **JIBC4 (P/F)**

(* http://www.jibc.ca/policy/3304 Grading policy)

Other Course Guidelines, Procedures and Comments

Learners must attend the full course to receive credit.

View official versions of related JIBC academic regulations and student policies in the JIBC Calendar on the following pages of the JIBC website:

Academic Regulations:

*http://www.jibc.ca/programs-courses/jibc-calendar/**academic-regulations***
Student Academic Integrity Policy
Academic Progression Policy
Admissions Policy
Academic Appeals Policy
Evaluation Policy
Grading Policy

Student Policies:

http://www.jibc.ca/about-jibc/governance/policies

Access Policy
Harassment Policy – Students
Student Records Policy
Student Code of Conduct Policy

JIBC Core Competencies

The JIBC promotes the development of core and specialized competencies in its programs. Graduates of our programs will demonstrate high levels of competence in the following areas:

☐ **Critical thinking:** Identify and examine issues and ideas; analyze and evaluate options in a variety of fields with differing assumptions, contents and methods.

☐ **Communication, Oral and written:** Demonstrate effective communication skills by selecting the appropriate style, language and form of communication suitable for different audiences and mediums.

☐ **Leadership:** Inspire individuals and teams to reach their potential by embracing innovation through strategic thinking and shared responsibility.

☐ **Independent learning**: Show initiative by acting independently in choosing effective, efficient and appropriate applied learning, research and problem solving strategies.

☐ **Globally minded:** Self-aware of own identity and culture, recognize the

☐ **Problem solving:** State problems clearly; effectively and efficiently evaluate alternative solutions; choose solutions that maximize positive and minimize negative outcomes.

☐ **Interpersonal relations:** Know and manage ourselves; recognize and acknowledge the needs and emotions of others including those with diverse cultures, backgrounds and capabilities.

☐ **Inter-professional teamwork:** Understand and work productively within and between groups, respect others' perspectives and provide constructive feedback with special attention to inter-professional relationships.

☐ **Information literacy:** Recognize and analyze the extent and nature of an information need; efficiently locate and retrieve information; evaluate it and its sources

interconnectedness of world events and issues; interact respectfully and authentically across cultures; value multiple perspectives; utilize curiosity to learn with and from others.

critically, and use information effectively and ethically.