

RESPECTFUL WORKPLACE BEHAVIOUR WORKSHOP

This workshop builds skills to recognise and address respectful workplace behaviours, fostering a positive, inclusive, and safe work environment.



**DEVELOP SKILLS FOR
RESPECTFUL AND INCLUSIVE
COMMUNICATION THAT
SUPPORTS A POSITIVE
WORKPLACE CULTURE.**

WORKSHOP DURATION:
2-3 hours face to face or virtually

Build essential skills to recognise and address respectful workplace behaviours. This interactive workshop provides practical tools to identify concerns early, promote inclusivity, and create a safe, supportive environment for everyone.

**CONTACT LUXEDUCATION TO
FIND OUT MORE**

HAVE YOU OR YOUR TEAM EXPERIENCED ANY OF THE FOLLOWING?

- ✓ Instances of disrespectful or inappropriate communication among team members
- ✓ Unresolved conflicts or tensions affecting team morale
- ✓ Feelings of exclusion or unfair treatment within the workplace
- ✓ Witnessing unacceptable behaviour
- ✓ Lack of clear guidelines or support for addressing workplace behaviour issues
- ✓ Challenges in providing or receiving constructive feedback respectfully
- ✓ Uncertainty about how to raise concerns or report inappropriate behaviour

ABOUT LUXEDUCATION

LuxEducation was founded by Ming Ting-Little in 2016 with a vision to simplify training program development through tailored solutions and innovative thinking. With a single point of access to tailored training solutions, we strive to design programs that are best suited to your employees' training needs. By working closely with you, our team of experts will identify your organisation's training needs, provide you with the most viable options and ensure the program is of best fit. Contact us to find out more.

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COURSE OUTLINE & OVERVIEW

1. INTRODUCTION

- Welcome and workshop objectives
- Importance of respectful behaviour in the workplace
- Overview of workshop structure and expectations



2. UNDERSTANDING RESPECTFUL WORKPLACE BEHAVIOUR

- Definition and examples of respectful vs. disrespectful behaviour
- Impact of workplace behaviour on individuals and teams
- Legal and organisational responsibilities

3. RECOGNISING UNACCEPTABLE BEHAVIOUR

- Identifying unacceptable behaviour
- Signs and effects of disrespectful behaviour
- Interactive scenarios and discussion



4. COMMUNICATION AND CONFLICT RESOLUTION SKILLS

- Techniques for respectful communication
- Managing difficult conversations and giving constructive feedback
- Role-playing exercises

5. PROMOTING A SUPPORTIVE CULTURE

- Organisational policies and reporting procedures
- Creating a positive and inclusive workplace culture
- Resources and support systems



6. CLOSING AND NEXT STEPS

- Summary of key learnings
- Personal action planning and commitment
- Available resources and ongoing support
- Workshop feedback and evaluation

“When we show respect to others, we elevate the whole team”

Simon Sinek

LEARNING OUTCOMES AND OBJECTIVES

- Understand the key principles of respectful workplace behaviour and its importance
- Recognise common forms of disrespectful behaviour
- Identify the impact of workplace behaviours on team dynamics and individual wellbeing
- Develop skills to communicate respectfully and handle difficult conversations effectively
- Apply strategies to prevent and address inappropriate behaviour in the workplace
- Understand organisational policies and procedures related to respectful conduct
- Foster a positive, inclusive, and safe workplace culture through proactive behaviours

WHAT'S NEXT?

CONTACT LUXEDUCATION TO DISCUSS OR TO BOOK IN YOUR WORKSHOPS

Our comprehensive training solutions are designed to equip your team with the skills and knowledge they need to excel. By investing in your team and their training, you're investing in the future of your company.

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