



Creating a harmonious team

Our respect@work e-learning course promotes best practice in the workplace

Mutual respect in the workplace is often overlooked as a key component in an organisation's success. By educating your employees on their responsibilities and the part they play in nurturing mutual respect, you can maintain high levels of satisfaction and productivity.

respect@work is an e-learning training course which employers may use to help their workforce understand the importance of their equal opportunities policy and the implications of inappropriate behaviour at work. This course is about good practice and the fundamental requirement for fairness, respect and consideration in the workplace.

Why is this important?

The course can be used to help foster a workplace environment which allows people to feel valued and to give their best. Real case studies are used to illustrate the implications of bad practice, including damage to the health of employees, to the reputation of the organisation and individuals, and the impact on morale. While the content takes account of the latest anti-discrimination legislation and codes of practice, the law and legal concepts are only referred to where absolutely necessary. The learner can access the law if they wish to.

Ways to use this course

This course could be used:

- as part of induction and orientation for new employees, and for promotion candidates
- as a precursor to face-to-face training

- to provide general 'refresher' training for existing employees
- as an audit check, using the assessment results to identify attitudes, awareness and further training needs
- for revision, following face-to-face training

Objectives

The objectives of respect@work are to:

- illustrate your organisation's commitment to a workplace where people are treated with respect
- outline how equality laws in the UK underpin this commitment
- demonstrate the role of the manager in achieving a fairer workplace
- explain examples of unlawful and unfair treatment in the workplace, including harassment
- explain your policy for reporting inappropriate behaviour in the workplace
- identify an appropriate response to individual complaints of unfair treatment
- explain the consequences of inappropriate behaviour, both for the individual and for your organisation

This course is:

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| Relevant | The course requires learners to answer questions on real-life situations and think through issues around diversity and fairness at work. It is designed to reinforce your commitment to your equal opportunities policy and mutual respect in the workplace. The content can be customised to reflect your culture and brand. |
| Practical | The course focuses on good practice, not just the law, and is based on cases encountered by Eversheds Sutherland's leading team of employment lawyers. |
| Effective | The content is interactive and engaging, with learners able to explore the potential consequences of a range of responses to any given situation. |

The benefits of e-learning

If you have access to the internet then you can have access to respect@work. The course is fast, simple and fun to use. E-learning is:

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| Flexible and convenient | Learners participate at any time of their choosing and at their own pace. The course can be taken on any PC with an internet connection and now iPad. |
| Efficient and inexpensive | This course enables you to train large numbers of people simultaneously or in a short time period, irrespective of whether they work shifts or in dispersed locations. |
| Up-to-date and consistent | You know what your colleagues have been told and when. |
| Backed by records and reports | Through the learning management system you can track each learner's progress on the course and see when the course was taken, the duration and the assessment results. |
| Easy to administer and monitor | |

Who is it for?

The course is aimed at all employers for use by all employees.

Minimum technical requirements

The following minimum user system requirements are recommended to access Eversheds Sutherland's e-learning courses:

- Internet Explorer 7.0 or above with browser set to enable cookies
- pop-up blockers disabled and set to open in new window
- Intel Pentium 333 MHz processor or equivalent
- 128 MB RAM
- suitable screen resolution on 1024x768 or more
- Flash plug-in 9 or above
- JavaScript enabled
- Adobe reader is enabled
- 3rd party cookies enabled
- OWC (Office Web Components), for report access
- LMS compatibility – SCORM 2004

For further details about respect@work, cost, customisation options or a demonstration, please contact:



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