



Understanding Workplace Bullying

Create a healthy workplace, deliver a culture of civility to your organization, sustain the positive change, and save your bottom line.

The Division of Extended Learning is excited to partner with subject-matter expert Civility Partners, LLC to offer a ground-breaking half-day seminar where participants will gain innovative business management training in the popular topic of workplace bullying. The seminar will explore the damage caused by workplace bullying and provide tools for eradicating it from the workplace. Business owners, coaches, managers, supervisors, and professionals in the areas of human resources, organizational development, training and development, employee assistance, and performance management will all find this training eye-opening.



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Understanding Workplace Bullying

After successful completion participants will gain:

- Comprehensive knowledge in the system of bullying and why it happens at work
- Knowledge in determining the cost of bullying in your organization
- Interpersonal communication and conflict management skills for battling the bully
- Management tools for immediate corrective action and handling grievances
- Techniques for sustainable healthy change and positive employee performance

Schedule:

April 21, 2010 - Spectrum Campus; 9 a.m.-noon

August 18, 2010 - La Mesa Campus; 8:30-11:30 a.m.

October 16, 2010 - Rancho Bernardo Campus; 8:30-11:30 a.m.

January 12, 2011 - Spectrum Campus; 8:30-11:30 a.m.

March 19, 2011 - Carlsbad Campus; 9 a.m.-noon

June 16, 2011 - La Mesa Campus; 8:30-11:30 a.m.

Course price: \$199

Takeaways: Anti-bully corporate policy, two personal assessments and one corporate culture assessment, cost of bullying worksheet, and case studies.

The course is approved
by the Employee
Assistance Certification
Commission for
3 PDHs.



**International Society for
Performance Improvement**
WHERE KNOWLEDGE
BECOMES KNOW-HOW

Completion of this program
is worth 18 points toward
ISPI's CPT recertification.



The use of this seal is
not an endorsement by
the HR Certification
Institute of the quality
of the program. It
means that this
program has met the
HR Certification
Institute's criteria to be
pre-approved for
recertification credit.

Register today! by phone: 1.800.628.8848, ext 8600 by fax: 1.858.642.8714

by mail: National University, Division of Extended Learning, 11255 North Torrey Pines Road, La Jolla, CA 92037-1011

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Day Phone: _____ SSN: _____ DOB: _____

Student ID#: _____ E-mail address: _____

Ethnic origin (check one): Hispanic, American Indian or Alaska Native, Asian, Black or African, White
 Native Hawaiian or Pacific Islander, Two or more races, Elect not to respond

Check enclosed for: \$ _____ (Make check payable to: National University)

Or charge to (check one): VISA MASTERCARD AMEX DISCOVER

Account#: _____ Exp. date: _____

Signature: _____

Print name: _____ *The University of Values*



Call: **1.800.NAT.UNIV** (628-8648, ext. 8600) or visit **www.nu.edu/el**