



Respectful Workplace New Releases Catalogue Supplement

BIAS

Consciously Overcoming Unconscious Bias

An easy-to-use program that shows how unconscious bias, micro-inequities, and micro-affirmations overlap in the workplace. It presents all three of these timely topics together, so they're simple to understand. We all have prejudices we may not even be aware of! *Consciously Overcoming Unconscious Bias* encourages participants to take small steps - micro-affirmations - toward a happier, healthier workplace.

Includes: Leader's Guide, Reproducible Participant Materials & PowerPoint Presentation

8 min. • 2014 • COUB01 • DVD Price: \$425

Available in French

Defeating Unconscious Bias: 5 Strategies

Joe always wants to hire the best candidate for each position, but he never hires anyone under 30. Joe has a hidden bias but he doesn't realize it. *Defeating Unconscious Bias* addresses the hidden biases that can affect hiring, promoting and team building and that challenge your ability to create an inclusive workplace, and teaches five practical and memorable tools to counter unconscious bias.

Includes: Leader's Guide, Post-Test Handout, PowerPoint Presentation, 25 Reminder Cards

14 min. • 2016 • SUN8

DVD Price: \$775 • USB Flash Drive: \$825

Minimizing Gender Biases in the Workplace

When interviewing candidates for a position, we unconsciously use cognitive shortcuts, including gender stereotypes. Unfortunately, these stereotypes bias our evaluations and often give men the edge. In this program, Dr. Shelley Correll outlines six strategies to reduce or eliminate gender bias.

55 min. • 2013 • KAN367 • DVD Price: \$125

Streaming available. Please enquire.

Unconscious Bias Is...

Because much of our learning takes place at an unconscious level, we are not aware of the fact that it exists, hence the term 'unconscious' bias. By being self-aware and willing to engage with others when bias is unintentionally implied or expressed we can better resolve problems and promote more effective working relationships. This video encourages discussion on understanding and addressing unconscious or hidden biases we often bring into the workplace.

Includes: Facilitator Guide

3 min. • 2015 • SIL063 • DVD Price: \$395

Streaming Offer: \$895 - 3-Year License with unlimited views

Also available: Unconscious Bias...Manager Version

**All programs are available for digital delivery
– delivery options and license fees vary.
Please call for more information**

DIVERSITY



**BEST
SELLER**

Are We Really So Different, You and I? [CC]

So often we focus on what makes us different, but in reality there is far more that we have in common. This emotionally moving, inspirational video follows the circle of life as it highlights the common values and motivations that we share as human beings. A compelling way to start any diversity training session.

3 min. • 2012 • AWR01 • DVD Price: \$395

Available in French

BEST SELLER

Diversity: Face to Face

An innovative training program that explores four main aspects of diversity in the workplace - stereotypes, similarities, unity and benefits. By listening to the stories and thoughts of characters who actually live and work in a

diverse world, we learn why diversity is so important, and are given the definitions and tools to understand more deeply our own role in fostering a diverse workplace,

Includes: Meeting opener "Opening Lines: Facing Diversity", Leader's Guide, Reproducible Participant Materials, PowerPoint Presentation, 25 Reminder Cards

18 min. • 2008 • DIV075

DVD Price: \$795

Available in French

Diversity Is...

A thought-provoking and impactful video to help raise awareness and reinforce the concept (and power) of diversity in the workplace. This short video is great as a session starter, energizer and for reinforcing key messages about diversity in the workplace. It can also be used as a complement to the *M.E.E.T.: Breaking New Ground* program.

3 min. • 2015 • SIL043 • Sollah

DVD Price: \$395

Streaming Offer: \$895 - 3-Year License with unlimited views

Available in French

ETHICS & VALUES

Ethics Made Simple [CC]

A short but comprehensive workplace ethics training program that covers virtually every major workplace ethics topic in a few short minutes. Arm your employees with the facts about what behaviours are unacceptable in your workplace.

Includes: Facilitator Guide, Post Training Quiz

8 min. • 2013 • SIM04

DVD Price: \$395

Available in French

Insider Trading: It's Not Worth the Risk

This short video on illegal Insider Trading prevention delivers a power message on this common but often misunderstood crime. It is every employee's fiduciary responsibility to investors to protect private, non-public information. This program covers topics that include: When insider trading is illegal; Why prevention of insider trading is important; Who can be charged with illegal insider trading; Legal consequences for violations, and more.

Includes: Support Materials with Employee Quiz

6 min. • 2015 • ABCINS

DVD Price: \$395

Integrity Is...

Simply put, integrity is doing the right thing, for the right reasons, in the right way. This thought-provoking, powerful short video is great for session starter, energizer and reinforcing key messages about ethical behavior in the workplace, or as a complement to the *A.C.T. with Integrity*, *L.E.A.D. with Integrity*, and *Integrity Every Day* programs.

3 min. • 2015 • SIL044 • DVD Price: \$395

Streaming Offer: \$895 - 3-Year License with unlimited views

Moment of Truth

Ethical dilemmas demand instant clarity. This program gives employees a practical guide for making better decisions. By focusing in on six different ethical dilemmas, the video demonstrates that no matter where the pressure is coming from - a superior, a co-worker, a friend, or even a family member - anyone can make good decisions by using four questions to find clarity in their moment of truth.

Includes: "Voices of Truth" Meeting Opener, Leader's Guide, 10 Participant Handbooks, Customizable PowerPoint Presentation, 10 Reminder Cards

22 min. • 2008 • MOT01 • DVD Price: \$925

"Voices of Truth" available separately: \$295



Cutting Edge Communication Series Programs

Cutting Edge Corporation is a simulated company created by psychologist Eve Ash and comedienne Erin Brown (Carol) where the managers and staff are constantly learning lessons. Sharp, short, and to the point, each segment is designed to deliver key points on hot topics every workplace must consider. Great session starters to create a positive culture and effective communication. For information on all 80 programs in the Cutting Edge Communication Series please visit our website or call 1-800-561-4300.

Privacy and Ethical Behaviour

In this episode, Casey stalks a customer and Barney bribes Carlos for information.

10 min. • 2015 • CEC67

Being an Employer of Choice

In this episode, Carol ignores ways to improve, but then Presents Sherry's ideas as her own.

10 min. • 2015 • CEC63

Each program includes: Workbook PDF, PPT Slides, Script, Certificate, Trailer

DVD Price: \$275 each

Streaming available. Please enquire

Produced by Seven Dimensions

GENERATIONAL ISSUES

Bridging the Generation Gap Is...

For the first time, we have four generations in the workplace! This thought-provoking video encourages discussion on the generation gap within the workplace. Use alone as a powerful meeting opener or as a complement to your diversity & inclusion training. Now - more than ever - it's important to understand and embrace our differences in the workplace.

Includes: Facilitator Guide

3 min. • 2015 • SIL054 • DVD Price: \$395

Streaming Offer: \$895 - 3-Year License with unlimited views

Managing the Millennials

(Stanford Executive Briefings)

New generations entering the job market have always caused disruption for coworkers and created challenges for managers from previous generations. The Millennials now entering the job market are no different. Alec Levenson's research comparing Millennials to Generation X, shows significant differences in their needs for flexibility, team cohesion, and supervisor support and appreciation. How do

you maximize your Millennials' contributions, channel their energies and maintain their focus?

53 min. • 2014 • KAN387 • DVD Price: \$139

Please Respect My Generation!

5 Generations at Work [CC]

For the first time, there are five different generations in the workplace. This program bridges the gap between them and shows how to avoid conflict and increase productivity in a generationally diverse workplace. Both managers and employees will gain insight and learn simple dos and don'ts when dealing with coworkers of different generations.

Includes: Meeting Opener "Opening Lines: Bridging Five Generations", Facilitator's Guide, Reproducible Participant Materials, Customizable PowerPoint Presentation

23 min. • 2010 • PRM23D

DVD Price: \$795

Available in French

"Opening Lines: Bridging Five Generations" available separately: \$295

INCLUSION

AWARD WINNER

Gateways to Inclusion:

Turning Tense Moments Into Productive Conversations

Dr. Sondra Thiederman is a leading expert on workplace diversity, bias reduction and cross-cultural business. In this comprehensive training program she shows how painful and disruptive diversity disasters can be, and offers simple tools to help turn these uncomfortable situations into productive conversations. In today's diverse workplace, tense moments occur. If handled properly, these uncomfortable situations can be transformed into "gateways" that lead to better working relationships and increased understanding. **Includes: Leaders Guide, Participant Handouts, Quiz Guide Sheets, Note-taking Guides, Identifying Respectful Phrases Handout, Post-Test Handout, PowerPoint Presentation** 17 min. • 2013 • SUN7

DVD Price: \$695 • USB Flash Drive: \$995

Available in French



InMotion Series

InMotion is comprised of five short films that offer simple, useful concepts in less than two minutes each. Using stunning visuals and practical lessons, these short programs are a quick and easy way to improve any group gathering, while generating powerful and meaningful discussion. Each film offers action oriented steps that can be incorporated into everyday activities.

Programs:

- Balloons (Inclusiveness In Motion)
- Penguins (Attitude In Motion)
- Nature (Creativity In Motion)
- Space (Change In Motion)
- Wonders (Vision In Motion)

Includes: Discussion Guide

8 min. • 2016 • STD031

DVD Price: \$425 • USB Flash Drive: \$495

M.E.E.T.: Breaking New Ground - Respect and Inclusion in the Workplace

This program demonstrates how to use the M.E.E.T. model as a practical tool for managing diversity dynamics while emphasizing inclusion and respect. The four-step model - Make time to discuss; Explore differences; Encourage respect; Take personal responsibility - is based on real experiences involving conflict resolution, difficult conversations, stress communications and diversity dynamics. It can be useful in addressing unconscious bias, stereotyping, bullying and other unhelpful responses that create toxic environments and undermine productivity. It assists, employees at all levels in learning how to recognize, respond to and resolve situations arising from individual and cultural differences in a manner that promotes respectful outcomes, cooperation and teamwork.

Includes: Facilitator's Guide, Participant Materials, PowerPoint Presentation

31 min. • 2014 • SIL039 • DVD Price: \$1125

The Uh-Oh Syndrome:

From Intolerance to Inclusion

In this 4-part program, Dr. Steve Robbins introduces the concept of "mental models" - where they come from and why we hate it so much when we encounter things that don't fit those models. While certain cultural and neurobiological forces compel us to be closed-minded towards anything new or different, we have it in our power to overcome these influences so that we can comfortably entertain new ideas and be more accepting of those who differ from us.

Includes: 57-page Leader's Guide, Participant Handouts, Personal Reflection Sheet, Activities, PowerPoint and bonus Q&A with Steve and his favourite stories

28 min. • 2012 • SUN6

DVD Price: \$595 • USB Flash Drive: \$845

Available in French (subtitled)

Also Available: Inclusion Insights - \$695
For details, visit www.itf.ca

HARASSMENT

Harassment & Diversity: Respecting Differences Employee/Manager Package

Everyone in the workplace can benefit from understanding what qualifies as harassment, and why it cannot be tolerated. The comprehensive programs in this series clarify how to recognize and prevent harassment, and what to do if harassment occurs.

- **Harassment & Diversity: Respecting Differences - Employee (KAN250)**
- **Harassment & Diversity: Respecting Differences - Manager (KAN251)**

Includes: Study Guide for each program

36 min. • 2007 • S0001417

DVD Price: \$450 series • \$250 each

Additional Study Guides: \$14.95 each

Harassment Hurts: It's Personal

Explores the pain and cost of harassment, covering such topics as age, race, sexual orientation, political affiliation, pregnancy, ethnicity, sexual harassment and much more. It explains harassment and uses personalized stories and detailed definitions to cover all types of harassment in organizations and workplaces. Harassment hurts us all - from individuals to entire companies - and this comprehensive program explores harassment issues, their ramifications and their remedies.

Includes: Meeting Opener "Opening Lines: Exploring Harassment", Leader's Guide, Reproducible Participant Materials, PowerPoint

16 min. • 2009 • HHP16

DVD Price: \$595

Available in French

Program previews available online at www.itf.ca

HARASSMENT (cont'd.)

Harassment & Discrimination Is...

There is more to harassment than you may think. What starts as harassment can become discrimination, too. This thought-provoking video is designed to inspire and stimulate discussion about harassment and discrimination in the workplace. Use alone or as a complement to the program It's Not Just About Sex Anymore.

3 min. • 2015 • SIL048 • DVD Price: \$395

Streaming Offer: \$895 - 3-Year License with unlimited views
Available in French



Harassment Prevention Made Simple - 2015 Edition

A comprehensive, no-nonsense, straight forward message about harassment in the workplace that covers every aspect of this important topic. The program gives your employees a thorough overview of the protected groups, sexual harassment, prevention techniques and retaliation – plus current topics such as text messaging, email and bullying. Complete with an employee quiz and leader's guide, this harassment training package is a great way to complete this important training.

Includes: Facilitator's Guide, Post Training Quiz, Training Acknowledgement Form, Questions and Answers, Sample Harassment Policy

6 min. • 2015 • SIM01R • DVD Price: \$395

Harassment Prevention Made Simple for Managers [CC]

Focusing on the manager's role in preventing harassment, this short but comprehensive training program defines harassment and the steps all managers should take to combat it in their workplace.

Includes: Facilitator's Guide, Post Training Quiz, Training Acknowledgement Form, Questions and Answers, Sample Harassment Policy

11 min. • 2015 • SIM05 • DVD Price: \$395

It's Still Not Just About Sex Anymore:

Harassment & Discrimination in the Workplace

This updated version of a best-selling program dramatizes employee behaviours that lead to formal harassment and discrimination charges and result in serious consequences for the individuals involved. Harassment or discriminating behaviours covered include: Age discrimination in a technological era; Subtle harassment of foreign-born individuals or those practicing non-mainstream religions; Attempts to convert others to a particular religion; Making fun of an overweight coworker; Harassment of pregnant

women; Discrimination based on gender identity, and more. Using dramatic examples in hospitality, health care and retail settings, this program will protect your organization by communicating everyone's legal responsibilities.

Includes: Facilitator Guide, Facilitator Resources, Discussion Guide, Self-Study Guide, Participant Materials

21 min. • 2016 • SIL062 • DVD Price: \$1165

Special offer! For a limited time, the DVD includes the Harassment & Discrimination Is... meeting opener.



Let's Talk...Harassment, Bullying and Respect Series

This harassment training program is designed to address recent concerns about the prevalence of bullying, new legal requirements to provide training to prevent abusive conduct and the need to clarify legal definitions of harassment. This engaging and informative series includes the following programs, and each is a great tool to understand and stop harassment and bullying, and encourage a respectful, productive workplace. Each program can be used alone or to fine-tune your Respectful Workplace initiatives:

Let's Talk...Bullying, Abusive Conduct & Their Consequences (LETS02)

Defines bullying and abusive conduct, their impact on people and organizations, and their remedies, and provides clarification of the legal definition of bullying.

Let's Talk...Harassment - It Happens (LETS01)

Defines Harassment, its impact on people and organizations, and its remedies. Topics covered include an expanded definition of Quid Pro Quo Harassment that includes more than Sexual Harassment.

Let's Talk . . . Respect - It Matters (LETS03)

Focuses on how professionalism contributes to a respectful workplace. With its examples of appropriate, respectful behaviour versus that which is unprofessional and unproductive, this program clearly shows the difference between commonly held standards of professionalism, organization policy, and the law. A great tool to help you achieve a happy, productive and legally

Each program includes: Leader's Guide, Reproducible Participant Materials, PowerPoint Presentation

3 x 10 min. • 2015 • S0001474

DVD Price: \$950 series • \$495 each

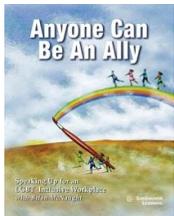
Prices shown in this brochure are for DVD or USB Flash Drive versions.

All programs are available for digital delivery. Please call for details and license fees.

Let's Talk... Also available is two 2-part series:

- Let's Talk...Harassment & Respect
 - Let's Talk...Harassment & Bullying
- \$750 each series

LGBT / TRANSGENDER ISSUES



SILVER AWARD WINNER
33rd Annual Telly Awards
Chosen from 11,000 entries
from 50 states and countries.

"There is no better mentor, trusted voice or clearer thinker to educate straight allies and their LGBT co-workers and colleagues than Brian McNaught. This video gives power and purpose to everyone who believes as he does that an open, honest, and accepting workplace is an imperative for every employer."

- **Bob Witeck, Founder & CEO, Witeck-Combs**

Anyone Can Be an Ally:

Speaking Up for an LGBT Inclusive Workplace

In this award-winning training program, noted educator and author on LGBT issues, Brian McNaught demonstrates how anyone can be an ally to create a respectful workplace that is inclusive of gay, lesbian, bisexual and transgender co-workers. When gay, lesbian, bisexual and transgender people don't feel safe and valued at work, productivity goes down, and organizations fail in their efforts to attract and retain the best and brightest talent. Many Organizations realize this, and have created clear policies on the issues. But in order for the climate to change, gay, lesbian, bisexual, and transgender people need allies to speak up.

Includes: Reproducible Leader's Guide, Participant Guide, Handouts, and PowerPoint Presentation

14 min. • 2011 • ALLY • DVD Price: \$895 • USB Flash Drive: \$995

Available in French

Please Call Me Jessica, Not Bill (TrainingBytes)

Transitioning to a different gender is a deeply personal decision. There are many unknowns and the added stress of how the workplace will accept the transitioning employee is very real. When discussing with and supporting an employee or co-worker going through the transition, the bottom line and key to personal and team success is simple... it all comes down to respect.

includes: Discussion Guide, Manager Job Aid, Video Observation Form

Note: This video is designed to be facilitated. The discussion guide and video observation form allow trainees to absorb the subject matter by being asked various situational questions and creating a true discussion of the topic.

7 min. • 2015 • SIL052 • DVD Price: \$595

Transgender Transition Is...

Team members, employees and managers within your organization may have questions about another employee in transition. This thought-provoking, powerful short video is designed to encourage discussion on transgender transition. Use alone as a powerful meeting opener or complement to your diversity & inclusion training. Ideal for trainers and meeting facilitators seeking alternative ways to educate and encourage their audience to think about transgender transition and to ask questions.

3 min. • 2015 • SIL042 • Sollah

DVD Price: \$395

Streaming Offer: \$895 - 3-Year License with unlimited views



Canadian-produced documentary...

Married in Canada

Married in Canada follows seven love stories, which reveal why getting married is significant for many same-sex American couples prohibited from tying the knot in their resident states. The couples and their families illustrate why overcoming the obstacles to legal nuptials is worthwhile - despite the reality that once home, south of the border, the newlyweds will remain merely "married in Canada". The film follows the most meaningful ceremony of their lives. In this first-ever documentary about human rights and cross-border, same-sex marriage, *Married in Canada* explores the strength and conviction of same-sex couples in their fight for equality.

49 min. • 2010 • HS27 • VEC • DVD Price: \$99

RESPECT

Ensuring a Respectful Workplace

(From: Cutting Edge Communication Series)

Serena is concerned that the culture in the office lacks the basic elements of respect. The issue is addressed head on as members of the team confront some of the racist and insensitive comments.

Includes: Leaders' Guide with discussion questions, activities and handouts, and PowerPoint Presentation

8 min. • 2012 • CEC13

DVD Price: \$275

Cutting Edge Communication Series consists of 80 programs that are sharp, short, and to the point. Each segment is designed to deliver key points on hot topics every workplace must consider.

For more information visit www.itf.ca.

Let's Talk...Respect - It Matters (Canadian Version)

(Let's Talk...Harassment, Bullying & Respect Series)

It can be difficult to define 'respect', in this training program we equate respect in the workplace with professionalism. With examples of appropriate, respectful behaviour versus unprofessional and unproductive behavior, the program clearly shows the difference between commonly held standards of professionalism, organization policy, and the law. An excellent guide and tool to help achieve a happy, productive, and legally compliant workplace.

Includes: Leader's Guide, Reproducible Participant Materials, PowerPoint Presentation

9 min. • 2015 • LETS03 • DVD Price: \$495

See page ___ for Let's Talk...Series details.

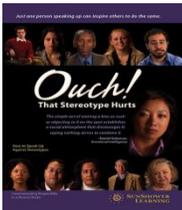
RESPECT (Cont'd.)

M.E.E.T.: Breaking New Ground - Respect and Inclusion in the Workplace

This program demonstrates how to use the M.E.E.T. model as a practical tool for managing diversity dynamics while emphasizing inclusion and respect. The four-step model - Make time to discuss; Explore differences; Encourage respect; Take personal responsibility - is based on real experiences involving conflict resolution, difficult conversations, stress communications and diversity dynamics. It assists, employees at all levels in learning how to recognize, respond to and resolve situations arising from individual and cultural differences in a manner that promotes respectful outcomes, cooperation and teamwork.

Includes: Facilitator's Guide, Participant Materials, PowerPoint Presentation

31 min. • 2014 • SIL039 • DVD Price: \$1125



Buy both **OUCH!** programs and save:
DVD Format: \$1100
USB Flash Drive: \$1295

BEST SELLER

OUCH! That Stereotype Hurts [CC]

How often do you speak up on behalf of respect? This program, based on the book by Leslie Aguilar, can be used for training on Diversity & Inclusion, Communication, Teamwork and Leadership. The **OUCH!** program explains why people don't speak up against bias and stereotypes. It helps participants learn techniques for speaking up without blame or guilt. This is critical – no blame, no guilt trips, no making someone bad. We all have unconscious bias that shows up as stereo- types and maybe it shows up in a joke or comment or email or the way we introduce a co-worker.

It doesn't mean anyone's a bad person. **OUCH!** offers six techniques for speaking up without blame or guilt. It is a powerful tool that will help you to change your workplace. **Includes: Leader's Guide, Handouts, PowerPoint Presentation; 10 OUCH! Reminder Cards**
30 min. • **OUCH** • DVD Price: \$725 • USB Flash Drive: \$845
DVD has English, French and Spanish versions

OUCH! Your Silence Hurts

You may think that by saying nothing you're making things better, or at least not making things worse. But sometimes silence is not golden. Your silence sends a message that you agree, or at the least you don't object. Is that the message you want to send? In a powerful and compelling way **OUCH! Your Silence Hurts** challenges viewers by asking: "How will you personally respond next time you witness somebody being treated with disrespect?"

Includes: Leader's Guide, Handouts, Mini-Poster and PowerPoint Presentation

9 min. • **OUCH2** • DVD Price: \$625 • USB Flash Drive: \$745
DVD has English, French, Spanish, German and Dutch versions

Switch On Respect

(Switch On...Series)

The purpose of this 4-part program is to help everyone at all levels to maintain a respectful non-judgmental attitude. Ideal for attitudinal, discrimination and diversity training, bullying and harassment prevention programs, conflict resolution, service training, and for developing effective communication skills. It can be used for induction, team building and management development and one on one motivational coaching or self-development online.

Includes: Leader's Guide, Discussion Questions, Activities, Handouts, Transcript

6 min. • 2011 • SWITCH02 • DVD Price: \$275

SEXUAL HARASSMENT

Sexual Harassment

The "TAKEAWAY for Manager Series

This concise, comprehensive program has short vignettes that illustrate and dramatize the material presented. It focuses on four key learning points and their 'takeaways' to help managers prevent, identify, and stop sexual harassment in the workplace. The program also details the importance of good documentation to protect organizations and managers from legal liability.

Includes: Leader's Guide, Reproducible Participant Materials, PowerPoint Presentation

12 min. • 2016 • TAK02 • DVD Price: \$595

Sexual Harassment Is...

... illegal, costly, debilitating, wrong! This thought-provoking, training video is designed to inspire and stimulate discussion about protecting your employees and organization from sexual harassment. Use as a conversation generator, meeting opener or follow up to training.

3 min. • 2015 • SIL045 • DVD Price: \$395

Streaming Offer: \$895 – 3-Year License with unlimited views

Available in French

Sexual Harassment Prevention Made Simple [CC]

A short but comprehensive sexual harassment prevention video that covers every aspect of this important legal topic in just 6 minutes, including Sexting, E-mail Harassment, Social Networking sites, and much more.

Includes: Facilitator's Guide, Post Training Quiz, Training Acknowledgement Form, Questions and Answers from the EEOC, Sample Sexual Harassment Policy.

6 min. • 2015 • SIM02 • DVD Price: \$395

Available in French and Spanish

Sexual Harassment Prevention Made Simple for Managers [CC]

Managers have the dual responsibility of avoiding harassing conduct themselves while preventing it in the workforce they manage. This 2015 update defines exactly what sexual harassment is in layman's terms, and gives managers the instruction they need to prevent and handle harassment situations when they occur.

Includes: Facilitator's Guide, Post Training Quiz, Acknowledgement Form, Questions and Answers from the EEOC, Sample Sexual Harassment Policy.

11 min. • 2015 • ABCSEXM • DVD Price: \$395

SEXUAL HARASSMENT (Cont'd.)

**TELLY AWARD
WINNER**

Sexual Harassment: Training for a Harassment-Free Workplace [CC]

In this unique new program, a sequence of original stories convey important training points as seen through the eyes of the participants. While sexual and other forms of illegal harassment are covered, the focus is on respect and consideration for others. The scenarios are meant to prevent unwelcome behaviour before it escalates out of control. The goal of this new program is to improve behaviour overall, encourage communication, and help create workplaces that are respectful, productive, and harassment-free! Available in two versions:

Employee Version:

Helps employees recognize what kind of behaviour is not appropriate in the workplace and how each individual can contribute to an atmosphere that is beneficial for all employees. (18 min.)

Manager Version:

Shows managers how to prevent harassment in their work group and the need to respond promptly and appropriately if a problem does occur. (19 min.)

**Each program includes: Study Guide with Pre-Test and Post-Test. 37 min. • 2015 • S0001469 • DVD Price: \$475 each • \$875 both
Trainer's Manual: \$39.95 • Additional Study Guides: \$25.95 each**

WORKPLACE BULLYING

Breaking Bullying

Cutting Edge Communication Series

Serena, the company VP is in town to follow up on the aftermath of a reported case of bullying. She puts the challenge to Marcus to stamp out bullying within his department. Marcus finds it hard to believe that there is bullying taking place in his office so Serena provides a definition. Marcus takes a radical approach with the team to help them understand the consequences of bullying. He challenges them to bully each other in front of the group so they can discuss the feelings that arise. Some team members seem rather skilled at the task while others struggle to cope. Marcus reinforces that bullying cannot be tolerated in the team.

**Includes: Leader's Guide with discussion questions, activities and handouts, PowerPoint
8 min. • 2012 • CEC09 • DVD Price: \$275**

**Cutting Edge Communication Series consists of 80 programs that are sharp, short, and to the point. Each segment is designed to deliver key points on hot topics every workplace must consider.
For more information visit www.itf.ca.**

Bullying Even at the Top

Insights & Strategies Series

Part of the Managing People Problems Module.

Sadhana Smiles, Director, RealChange and HR Consultant Peter Wallbridge explore the problem of bullying, even at the senior levels. Topics include: Types of bullying; Is undermining bullying?; Bullying by text and email; Bullying phone calls; Responding to bullying; Discussing the problem; Zero tolerance; Training and documentation; Facts provide insight; The bully; Take action.

19 min. • 2015 • INS48 • DVD Price: \$189

**SAVE when you buy
Bullying & Respect in the Workplace and
Managing the Workplace Bully together
\$455**



**AWARD
WINNER**

Bullying & Respect in the Workplace [CC]

Bullies often act just under the radar, denying their hostile intent or shrugging off their behaviours as humorous or insignificant. Yet, the constant tension they create and the way their harmful activities tend to build over time not only damages the individual targets of their behaviour but also damages the workgroup as a whole. In five dramatic stories taking place in settings that range from a hospital to City Hall, victims and witnesses will see how to speak up. They'll also learn they do not have to face this problem alone.

**Includes: Study Guide with Quiz, Completion Certificate.
19 min. • 2013 • KAN363 • DVD Price: \$250
Additional Study Guides: \$14.95 each**



Managing the Workplace Bully [CC]

As a manager, it's up to you to provide a safe and respectful atmosphere for your staff. It takes courage to confront a disruptive team member, and you may be tempted to look the other way when a star performer is behaving badly. Or when under-performing employees disappoint you again and again. This training program provides practical solutions that help you put an end to bullying behaviour in your subordinates and find new ways to deal with your own frustrations. Learn how to turn a dysfunctional environment into a healthy, productive and pleasant place to work.

**Includes: Study Guide with Quiz and Completion Certificate
18 min. • 2013 • KAN364 • DVD Price: \$250
Additional Study Guides: \$14.95 each**

WORKPLACE BULLYING (Cont'd.)

Let's Talk...Bullying, Abusive Conduct & Their Consequences

Let's Talk...Harassment, Bullying & Respect Series
Defines bullying and abusive conduct, their impact on people and organizations, and their remedies, and provides clarification of the legal definition of bullying. Use alone or to support your internal Workplace Bullying and Harassment training initiative.

Includes: Leader's Guide, Participant Materials, PowerPoint 10 min. • LETS02 • DVD Price: \$495

See HARASSMENT section for other programs in the Let's Talk... Series

WORKPLACE VIOLENCE

Workplace Violence Is...

Violence affects ALL of us. We must recognize the warning signs and then speak up. Most violence is less obvious than someone walking in with a gun. Someone having a bad day is one thing; but if there's a problem we need to speak up. It's easy to recognize the signs after the fact. This short program shares powerful and direct messages regarding workplace violence.

Includes Facilitator Guide

3 min. • 2016 • SIL060 • DVD Price: \$395

Streaming Offer: \$895 – 3-Year License with unlimited views Available in French

Workplace Violence Is... Healthcare Version

Healthcare workers have a 20% overall higher rate of workplace violence than all other workers (Source: NCVS). We must recognize the warning signs and then speak up. This short program shares powerful and direct messages regarding workplace violence in the healthcare industry.

Includes Facilitator Guide

3 min. • 2016 • SIL060H • DVD Price: \$395

Streaming Offer: \$895 – 3-Year License with unlimited views

Workplace Bullying Prevention Made Simple: Bullying Prevention for the Workplace [CC]

This updated version covers every aspect of this important topic in just six minutes. Workplace bullying is not a new problem, but only recently has bullying at work been quantified. Conservative estimates put the loss in productivity at over a billion dollars in North America. Decline in employee morale, loss in productivity, employee turnover, health problems and loss in organizational reputation are just a few of the problems that bullying causes.

Includes: Facilitator's Guide, Post Training Quiz, Training Acknowledgement Form, Sample Workplace Bullying Policy 6 min. • 2015 • SIM03 • DVD Price: \$395

Available in French

Workplace Violence (Updated)

One out of every six violent crimes occurs in the workplace. No organization, regardless of size or type of business, is immune to workplace violence. This safety training program shows employees how to recognize the warning signs of possible violent behaviour, as well as how to avoid or defuse potentially dangerous situations. Topics covered include: underlying causes of workplace violence; the warning signs; aggressive behavior; threats and verbal abuse; sexual harassment; physical assault; armed assailants; fostering a positive workplace environment...and more.

Includes: Leader's Guide, Scheduling and Attendance Forms, Employee Quiz and Training Certificate 14 min. • 2015 • WOR346 • DVD Price: \$295

Workplace Violence (Updated) Safety Training Kit

Includes: All materials in DVD kit, plus 5 posters and 30 booklets. DVD Price: \$425

For more Respectful Workplace training programs please visit our website www.itf.ca or call 1-800-561-4300 for assistance.

Ordering Information

- Order online or call 1-800-561-4300 or email sales@itf.ca
- Programs are available to preview online at www.itf.ca
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