



# Build and Sustain a Healthy Workplace: Understand and Eradicate Bullying at Work

Research indicates 70 percent of the workforce is bullied at some point in their life, and that at any given time, 25 percent of the workforce is being bullied. Annually, one bully could cost an organization a minimum of \$100,000 per year.

**The Division of Extended Learning** is excited to partner with subject-matter expert Catherine Mattice from Civility Partners, LLC to offer a ground-breaking half-day seminar where participants will gain innovative business management training in the hot new topic of workplace bullying. The seminar will clarify workplace bullying, provide an update on the laws in motion to end it, provide tools for eradicating it from the workplace, and everything you need to sustain a healthy workplace culture.

**Who should attend:** Human resource (HR) professionals, coaches, management consultants, business owners, team leaders, and targets of bullying



*The University of Values*



# Understand and Eradicate **Bullying at Work**

## 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:

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**