



Workplace Bullying & Harassment

Listening Package



Listening Package: Workplace Bullying and Harassment

Lesson Objectives

- Identify the impacts of workplace bullying
- Describe roles and responsibilities in regards to workplace bullying/ harassment
- Identify procedures for reporting incidents and conducting investigations into workplace bullying/ harassment
- Be able to get more information about workplace bullying/harassment

Instructions for the Teacher

These listening tasks are based on the video on the Workplace Bullying & Harassment Lesson Module page at ([insert link here](#))

The following listening tasks have been modelled on the *CLB 7-10 Exit Assessment Tasks* that CLB 7/8 students take to progress or exit their programs. You may choose to use the tasks in a variety of ways:

- **As a practice test**
 - do not allow dictionaries or other supports
 - give each student a copy of the listening task
 - read the instructions
 - play the video twice through without stopping, pausing for 30 seconds between viewing
 - gather the tests and score them
- **As listening skills development**
 - generate interest and activate prior knowledge
 - set a gist task (Who? Relationship? Mood?)
 - watch, confer with small groups
 - watch, stop, predict, confirm
 - give listening tasks (below)
 - watch, confer with small groups
 - discuss content of videos
 - role play a related workplace situation
- **As self-study**
 - assign as in-class, online or at home work

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Video Script

Alice: Guess who came into my office again today?

Debbie: Jim?

Alice: Yep, he's a real piece of work.

Debbie: Is he still ticked off that you applied for the new marketing position?

Alice: Yea, I could see steam coming out of his ears. He told me that job is his – and it's time he got recognized around here. He said . . . maybe it was time he told others about my troubles at home. He said that after he told his version of my family life they wouldn't want me in that role or maybe any job here.

Debbie: That's awful!

Alice: He's a bully . . . that's what he is, and I don't know what to do. I've tried reasoning with him but he has his mind set on getting the position at any cost, even at the cost of my reputation that I've spent years building in this company.

Debbie: Have you talked to Sam in Human Resources?

Alice: No – should I?

Debbie: That should be your first step. Bullying is harassment and you don't have to put up with it.

Alice: What if that doesn't work?

Debbie: If he continues with his behavior you can contact Worksafe BC, they take harassment very seriously and can offer you help to deal with the bullying. Look at this resource (puts forward resource).

Alice: I see (sighs) that's a weight off my shoulders – there is a way to stop this bullying and harassment.

Debbie: He has no right to intimidate or harass you for his own selfish desires. You are a hard worker and a great asset to this company, it's your right to be free from bullying or harassment in the workplace

Alice: You're right Debbie - I'll call Sam and make an appointment for this afternoon

Debbie: Bully's get away with their behaviour because no one calls them out on it, don't let him push you around, you deserve a fair shot at that promotion

Alice: Thanks Debbie

Debbie: You're welcome.

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Listening Tasks

TASK A

A Workplace Problem

You will watch a video of two coworkers discussing a problem one of them is having with another coworker. You will watch the video twice. As you watch, answer the questions. You have 30 seconds to read the questions before you listen.

Instructions: Circle the correct answer or fill in the blanks for each question or statement.

Score: /10

Questions

1. What is the woman's main problem?

2. What does Jim want the woman to do?

- a) He wants her to apply for the new position.
- b) He wants to talk to her about getting recognized for what he does at the company.
- c) He wants her to give up on the new marketing position.

3. What did Jim do when he went to the woman's office?

- a) His ears were very hot.
- b) He threatened her.
- c) He told their co-workers about her family problems.

4. What does the woman mean when she says, "Is he still ticked off"?

- a) Is he still angry?
- b) Is he still not satisfied?
- c) Is he still bothering you?

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5. What department does Sam work in?
 - a) The Marketing department.
 - b) The Personnel department.
 - c) The Accounting department.

6. What is one of services that WorkSafeBC offers?
 - a) They can help deal with bullying and harassment.
 - b) They can offer assistance for family problems.
 - c) They can offer fair workplace promotions.

7. How does the woman feel about her problem after talking to her colleague?
 - a) She is happy to build better relationship with her co-workers.
 - b) She is pleased that she is going to be promoted.
 - c) She feels relieved to know that there might be a solution to her problem.

8. How does Debbie describe the woman?
 - a) She is diligent.
 - b) She is selfish.
 - c) She works too hard.

9. What is the woman probably going to do next?
 - a) Call WorkSafeBC.
 - b) Contact Sam.
 - c) Talk to Jim about her problem.

10. Bullying continues because _____.
 - a) some people call their bullies.
 - b) few people take the initiative to report it.
 - c) the procedures for solving the problem of bullying are complicated.

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TASK B

Instructions: Complete the chart by checking the description of each person - **one name only for each description.** **Score /6**

	Sam	Jim	Alice	Debbie
Hard working				
Self-centred				
Works in the personnel department				
Gives advice on what do to about bullying in the video				
A real piece of work				
Is being harassed at work				

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Listening Tasks: Answer Key

TASK A

Instructions: Circle the correct answer or fill in the blanks for each question or statement.

Score:

Questions

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Jim / workplace bullying and harassment
2. What does Jim want the woman to do?
 - a) He wants her to apply for the new position.
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 - c) **He wants her to give up on the new marketing position.**
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Self-centred		✓		
Works in the personnel department	✓			
Gives advice on what do to about bullying in the video				✓
A real piece of work		✓		
Is being harassed at work			✓	