

HOW TO HANDLE BULLYING IN THE WORKPLACE

Objective:

To learn ways to respond to and cope with bullying.

There's no surefire way to effectively handle a bully. If there was, bullying would not be such a widespread issue. Fortunately, there are ways to handle yourself when dealing with a bully.

The following steps can help when dealing with a bully.

1. Recognize that you are being bullied.

Once you realize you are the target of bullying, you can stop blaming yourself.

2. Change your response.

You can't change your bully, but you can change how you respond to his or her actions. Think about how you want to handle the situation.

3. Keep a journal.

Document any improper behavior. This will help if action by a manager or human resources becomes necessary. Be specific, including the date, time, and location of the incidents and if there were any witnesses.

4. Report incidents of bullying.

Remaining silent can give the bully more control over you. When you feel ready, tell your manager or supervisor what is going on in a calm, professional manner. Be prepared to provide detailed information, including your journal.

5. Seek help.

Find people who understand what you are going through, people who will provide support. You might also consider counseling to deal with any self-esteem or mood issues resulting from the bullying.

6. Remember you are not alone.

Don't let it define you as a victim.