

Digital Skills And Research Method

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Assignment Title: Digital Skills And Research Method.

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Introduction

In this reflective report I will be talking about my own experience that I have went through in the workplace and how this experience has affected me. Bullying is recalled in many workplaces. So, lots of people are affected and victims and experimented bullying once in their career. To prevent yourself from getting bullied it is vital to know what first what is bullying and if you are following the different steps. Communication is important in the case of bullying you should never keep it to yourself. You should always research advice that might help you in your situation. In this reflective report I listed the organisations that you can seek help in the presence of bullying and the different steps that you need to follow when bullied in the workplace.

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Bullying

I work as a hairdresser and bullying is a big part of my day to day life in the workplace. I have been several times bullied in the workplace. This situation affected by working. I always got irritated very quickly. At first, I didn't talk to the manager I kept it all for myself because I didn't want it to disrupt my work. But it still affected my work. My colleagues were criticising my work but little did they know that it was one of them that was bullying me. This even affected my relationship with my children at home and my husband as well it was not only in the workplace that the bullying affected me. I found an interesting reference on bullying in the workplace by Rebecca Koenig 13/12/13 on U.S.News it says Corporate culture and working conditions play a large role in stimulating office abuse and enabling bullies, Namie says. Some companies explicitly reward aggressive behaviour by promoting people who bully others. Others indirectly perpetuate abuse by encouraging cutthroat competition or by neglecting to take bullying complaints seriously. Although bullying can happen in any office, it's common in the health care, education and public service sectors, where high-ranked individuals interact frequently with colleagues who have lower statuses, according to the Workplace Bullying Institute. Stressful fields like behavioural

corrections, sales and hospitality and food service also have the conditions that foster bullying.

I found this interesting because I didn't know that bullying in the workplace affected so many people. I made some research and more than two thirds of office bullies are men. That's shocking because you wouldn't think that there are that many men that bully in the workplace. Useful steps to follow are

Steps

1. You need to recognise that you are getting bullied- Before even starting to solve the problem you need to be sure that you are bullied it is recommended to talk with your doctor or a loved one who can help you in the situation
2. Notice bullying behaviour- look at how your other colleagues communicate with you and how the bully communicates with you.
3. Focus on your work- by ignoring the person, they might notice that you don't care what they are saying and they will stop bullying you.
4. Keep it positive – By staying positive and not getting upset by what the bully is saying about you might help because the bully only wants to make you upset. So, if he sees that it doesn't disturb you he may stop.
5. Do not wait before taking action – The longer you may take the more severe the situation can get.

6. Do not tolerate it- By tolerating the bully keeping on annoying you it will make the situation get worst and worst.

Experience of bullying

I found myself in many of these situation one of the situations was when I didn't know an answer to one of the questions that I was asked and the bully told me that it is an easy question and I should know it. At that moment I felt very upset because I tried my hardest to understand the question when I am not fluent in English and the person makes such a bad comment to me.

Procedures Of Bullying In The Workplace

In my workplace this is the procedure that is followed when someone is bullied

Procedures

1. The complainant has to make a formal complaint to his supervisor
2. The alleged bully should be notified by writing that an allegation of bullying has been made
3. The complaint should be examined fully by a designated member of management.

Investigation

1. The investigation should be made by a designated member of management or an authorised third party
2. The investigators need to meet the complainant and the bully in person. If possible involve any witnesses.
3. All effort should be made to carry out the investigation completely
4. Both party should be equally allowed to comment on their findings
5. The bully and the complainant should be notified at every stage of the investigation.
6. Everyone involved in the incident should be kept confidential and anonymous.

Those steps should be followed at all times in the workplace, but in my workplace at times it was really hard to follow the procedures because the supervisor was a friend to my husband. So, I didn't want to annoy her with the issue. But it is not a good strategy to follow because the first person you need to talk to is the manager or supervisor. I think that at work it is very important to train the staff to respect the difference of each other. It is also very important that the staff learn how to manage different types of personality. For that they need to do different trainings for staff. This situation can cause psychological problems. If it is not dealt with on time.

I have found out that bullying is present in every type of workplaces. Also, there are different types of bullying.

Different types of bullies

1. Pranksters- Those people think that they are funny and likes getting attention from others
2. Sabotage – Those people are the ones who enjoy making your job harder by spotting every small mistake that you make.
3. Critics – They enjoy to criticise your work and always think that you're not doing enough they think that you are only doing the minimum of what you have to do
4. Cliques – They like making sharp comments that put uncomfortable or put you in the wrong for example if you are wearing a Blue dress on a Tuesday they would come up to you and say "We wear red dresses on a Tuesday"
5. The next ones enjoy staring at you and judging you harshly.
6. Loud Voice – Those people are the ones that shout out loudly so everyone can hear the mistake that you did.
7. The gossipers – Those are the ones that talk about you badly behind your back
8. These people if you don't agree with them they will make your life harder in the workplace by gossiping and by telling your supervisor every small thing you do.



Image by True Beauty Online Renee Lowe 3/7/14

This image represents criticism in the workplace. Not only one person is criticising her but three people and the build-up of constant criticism can cause psychological problems.

These are simple steps to help you when you are getting bullied in the workplace.

Steps

1. Write a diary of how you feel
2. Take time to think about the situation and the outcome it can cause
3. Try not to get stressed as it can have a big impact in your emotional health.
4. Join a bullying forum with experts that can help you
5. Take advice about bullying

6. Going to do some sports after work to calm you down.

According to my experience bullying can be prevented in the workplace. Communication is the most important thing in the workplace. With communication you can avoid lots of bullying circumstances. It is very important for a manager to make sure that all their employees are working in good conditions. It is the role the manager to identify the misunderstanding of his team.

Organisations that help with bullying

Bullying.co.uk is a good website to go and get advised on if you are getting bullied because they help you create a path to leave this vicious cycle of bullying by giving therapist course to follow and solutions to resolve the problems. This was a good website for me because when I was bullied at work they gave me a great solution on how I can resolve it.

It is good to research on ACAS about bullying.

What is ACAS?

According to Acas.org.uk

We support good relationships between employers and employees which underpin business success. But when things go wrong we help by providing conciliation to resolve workplace problems.

When I was bullied in the workplace Acas helped me along the way by providing me with the information that I need and

the documents. I can recommend Acas if you don't know what to do about the bullying and you don't know who to talk to.

An interesting article from Ronald E Riggio 3/12/12 on Psychology today was Bullies can be anyone: bosses, coworkers, friends, parents, even spouses. The first step in managing the bully is recognizing that bullying is occurring. All too often, the target (many experts on bullying prefer the word “target” to “victim”) will not recognize that he or she is being bullied, or will believe that somehow, he or she is the cause of the bullying behavior.

This was very interesting for me because I didn't know that the first step in resolving bullying was to take a step back and make sure it is bullying and not jokes from your colleagues.

Conclusion

In conclusion I believe that bullying should be taken more seriously than what it is taken write know. I have been a victim of bullying the workplace so I know what I'm talking about. This type of situation can drive people to taking their lives.

According to S.L Young 19/12/16 on Huffpost he says I know these feelings well because I was the target of workplace bullying in several organizations. Most of these incidents

weren't related to me personally, but were the result of my refusal to be complicit to questionable or unethical behavior. As my last point bullying should be dealt with efficiently by supervisors and not left because this is what causes the situation to become worst. Also, if you don't want to tell your manager there are many other alternatives you can do some research to find out how you can stop it from reoccurring or you can talk to someone.

Referencing

According to S.L Young 19/12/16 on Huffpost

Ronald E Riggio 3/12/12 on Psychology

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Rebecca Koenig 13/12/13 on U.S.News