



**SAULT  
COLLEGE**

## **COURSE OUTLINE**

**INSTRUCTIONAL HOURS: 1.5**

**RECOMMENDED PRE-REQUISITE(S): N/A**

**CO-REQUISITES: N/A**

**APPROVED FOR USE IN ACADEMIC SEMESTERS: 2013-2014**

### **COURSE DESCRIPTION:**

Pockets of negativity exist in nearly every organization. Resist the temptation to just ignore this undermining behaviour and instead, learn how to address it and cope with it as a colleague or co-worker. Then, move to engaging stakeholders to establish a healthy and affirming environment built on trust and respect, humour and positivity for everyone. Create a life for yourself with a workplace that you look forward to going into every day. It is possible!

### **RATIONALE:**

To be more productive and live happier, healthier lives, it is key to have a positive and invitational work environment. This course examines the characteristics of toxic workplaces and their impact on employees. It also examines the traits of an invitational work environment.

### **COURSE DELIVERY:**

The course content will be presented primarily through small group-based discussions between participants that are facilitated by the instructor. Paired discussions, entire group debriefs and sharing, some writing and reflection, and some lecture or coaching from the instructor will be delivered.

### **LEARNING OBJECTIVES/OUTCOMES:**

By the end of the course, participants will be able to:

- Be able to identify a toxic workplace and its impact on employees and customers/outsideers
- Examine incidents where participants may have experienced a toxic work environment
- Understand ways in which they can contribute to a more positive workplace

### **TOPICS**

Topics to be covered in the course include:

- Basic characteristics of a toxic workplace
- Impacts of negative work environments on employees and customers/outsideers
- Instances where participants may have experienced or contributed to a toxic work environment
- Characteristics of a positive and invitational workplace
- Ways in which students can contribute to a more positive workplace

### **REQUIRED COURSE MATERIAL:**

Workbooks and additional reading material will be supplied to the students free-of-charge.

**STUDENT EVALUATION**

The student's progress will be recorded using the following grades.

**S** - Satisfactory achievement in field /clinical placement or non-graded subject area.

**U** - Unsatisfactory achievement in field/clinical placement or non-graded subject area

**Teaching Contact**

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**Academic Manager Signature**

"Ted Newbery"

NOTICE TO ALL  
STUDENTS:

We urge you to retain this course outline for future reference. There is a charge for additional copies.