

The Workplace Bullying Grid Tutorial

Table of Contents

1. About the Workplace Bullying Grid
2. The Welcome Screen
3. Setting up an Organizational Profile
4. Entering Bullying Incidence Data
5. The Workplace Bullying Grid

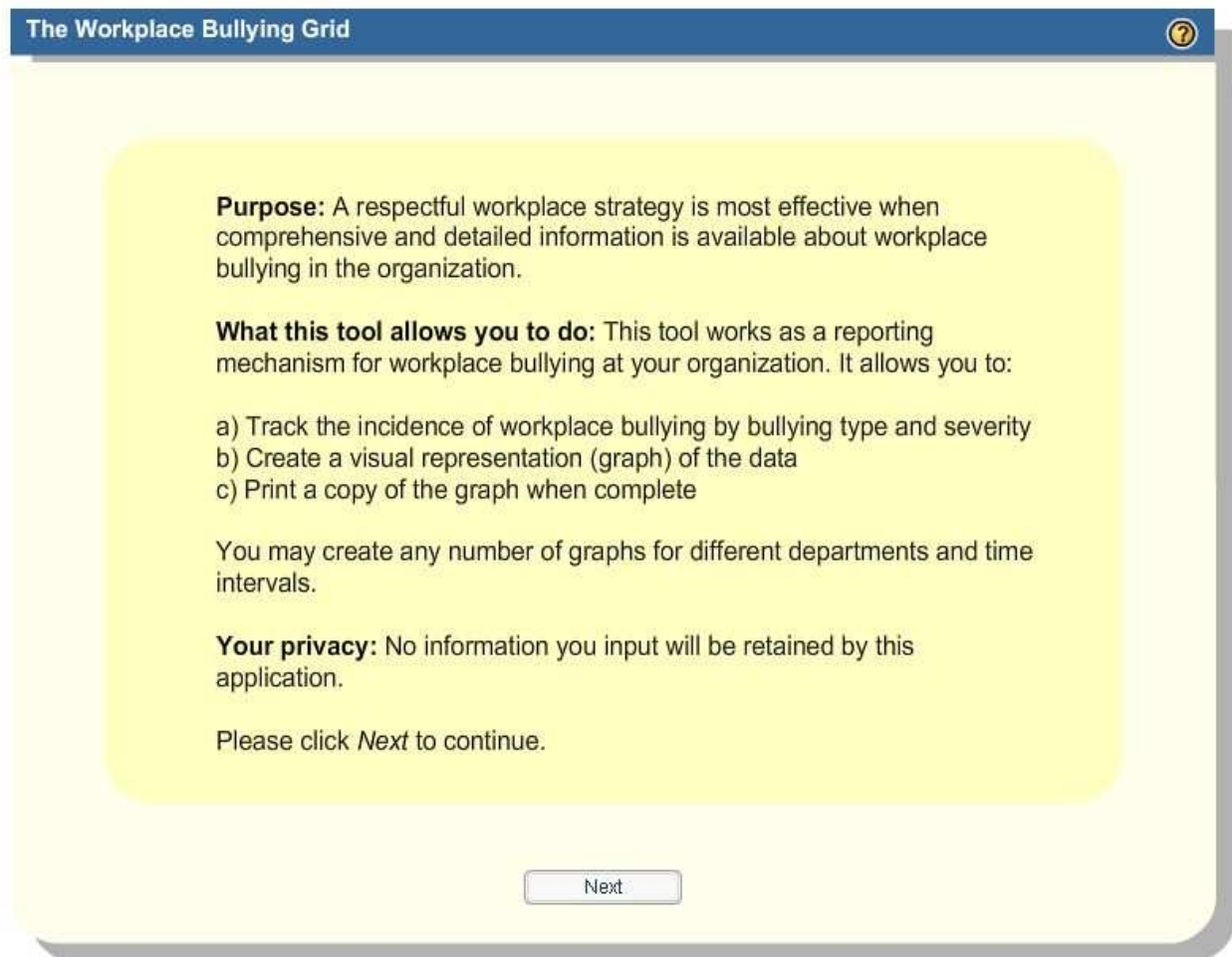
1. About the Workplace Bullying Grid

The *Workplace Bullying Grid* is a reporting tool designed to create a comprehensive bird's-eye view of workplace bullying throughout your organization. It allows you to:

- Track the incidence of workplace bullying by bullying type and severity
- Create a visual representation (graph) of the data
- Print a copy of the graph when complete

2. The Welcome Screen

You are presented with a Welcome screen upon starting the Workplace Bullying Grid application. The Welcome screen provides a brief introduction to the purpose and features of the application.



When you are ready to begin, click the **Next** button at the bottom of the screen

3. Setting up an Organizational Profile

The Organizational Profile screen allows you to specify the details of your organization and the sources of workplace bullying within it.

Create an Organizational Profile

Enter your organization name and (if applicable) your department name. Then select the sources of workplace bullying that you would like to include in your graphs. Click *Next* to continue.

Organization: XYZ Corporation **Department:** Customer Service

Which of the following bullying sources are present in your workplace?

<input type="checkbox"/> Extremist Groups	<input checked="" type="checkbox"/> Organized Labour	<input type="checkbox"/> Front-line Employee
<input type="checkbox"/> Politicians	<input checked="" type="checkbox"/> Senior Management	<input type="checkbox"/> Subordinate
<input type="checkbox"/> Bureaucrats	<input checked="" type="checkbox"/> Supervisor	<input checked="" type="checkbox"/> Client
<input type="checkbox"/> Governing Board	<input checked="" type="checkbox"/> Co-worker	<input type="checkbox"/> Volunteer
<input checked="" type="checkbox"/> Senior Executive	<input type="checkbox"/> Board Member	<input type="checkbox"/> Subcontractor

Are any other sources of bullying present in your workplace?

Sales Team

Next Cancel

To complete the Organizational Profile screen:

- In the **Organization** field, enter the name of your organization (e.g., XYZ Corporation).
- In the **Department** field, enter the name of your department (e.g., Customer Service). This field is optional and can be left blank.
- Check all the bullying sources that apply to your organization (e.g., Co-worker, Client).
- Add up to three other sources of bullying in the spaces provided.
- When you are finished, click the **Next** button to proceed to the data entry screen.
- If you would instead like to return to the Welcome screen, click **Cancel**.

4. Entering Bullying Incidence Data

After filling out your Organizational Profile and clicking **Next**, you will be taken to a screen where you can enter data for the bullying incidents occurring at your organization.

Track Workplace Bullying Incidents

Define the time period to be covered, then click a bullying source to begin. Enter the relevant numbers, and then click another bullying source. When you are finished, click *Draw Workplace Bullying Graph* to view a graphical representation of your data.

Start Date:

End Date:

Workplace Bullying Sources
(click to enter data):

- Senior Executive
- Organized Labour
- Senior Management
- Supervisor
- Co-worker
- Client
- Sales Team

To complete the Bullying Incidents screen:

- Click the **Start Date** field. A calendar will pop up, allowing you to select a beginning time for the tracking of bullying data.

Start Date:

End Date:

Workplace Bullying Source
(click to enter data):

- Senior Executive
- Organized Labour
- Senior Management
- Supervisor
- Co-worker
- Client
- Sales Team

August 2008

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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- b) Click the **End Date** field to select an end time for the tracking of bullying data.
- c) To begin entering data, click a bullying source in the **Workplace Bullying Sources** list.

A panel will appear to the right containing a list of bullying types (e.g., Discrimination, Threats) for that source.

Workplace Bullying Sources (click to enter data):	Bullying Type	Count
Senior Executive	Murder	0
Organized Labour	Violence and Assault	0
Senior Management	Threats with a Weapon	0
Supervisor	Cyberbullying	0
Co-worker	Threats	0
Client	Toxic Workplace	0
Sales Team	Unsafe Working Conditions	0
	Abuse of Authority	0
	Personal, Sexual, or Psychological Harassment	0
	Intimidation	0
	Public Humiliation	0
	Chilly Climate	0
	Discrimination	0

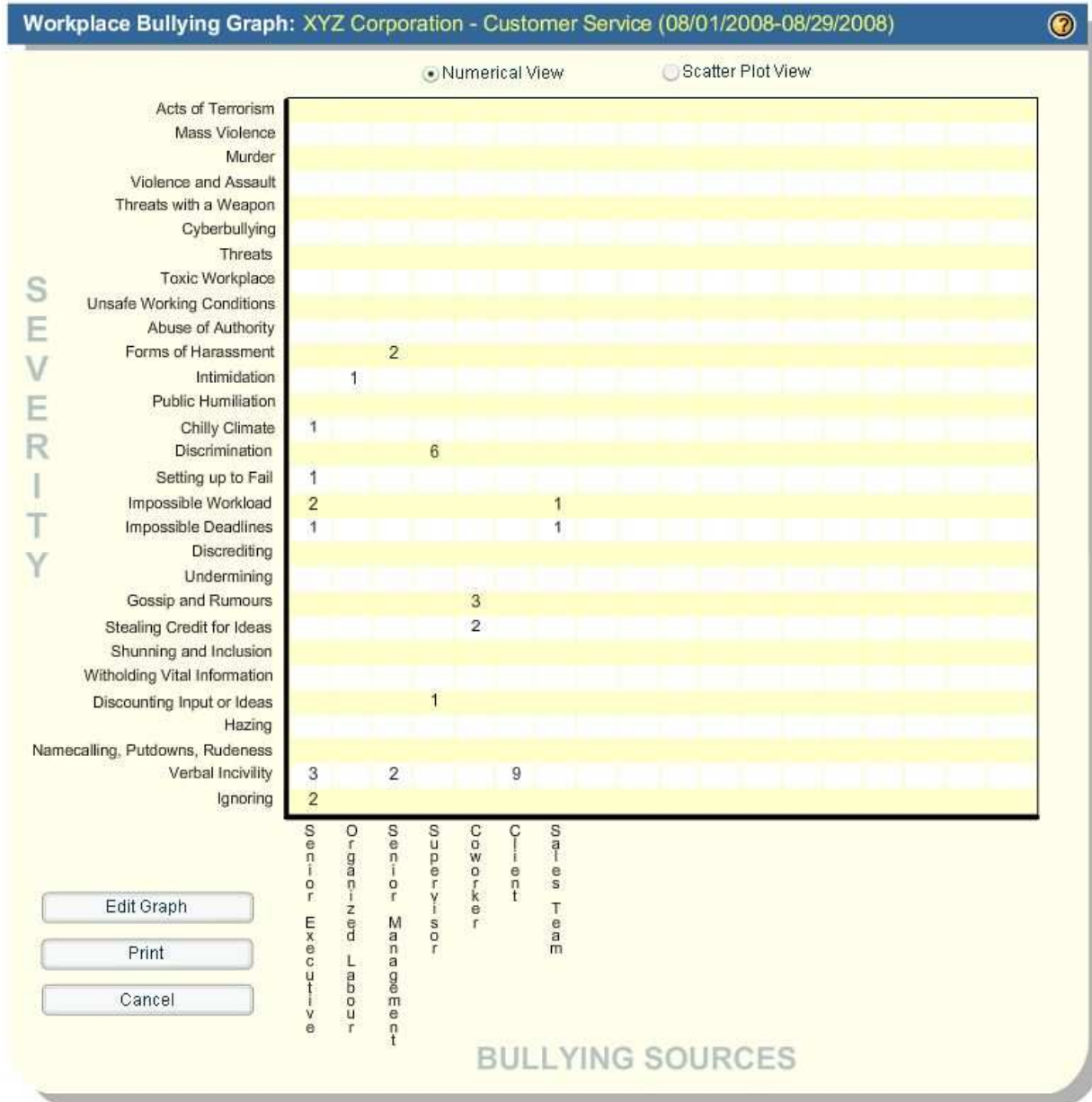
- d) For each bullying source and bullying type, enter the number of incidents of bullying experienced at your organization.

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- e) If at any point you would like to add a new bullying source to the list, click the **Choose More Bullying Sources** button.
- f) When you have completed entering data, click the **Draw Workplace Bullying Grid** button to see a graph of your results.

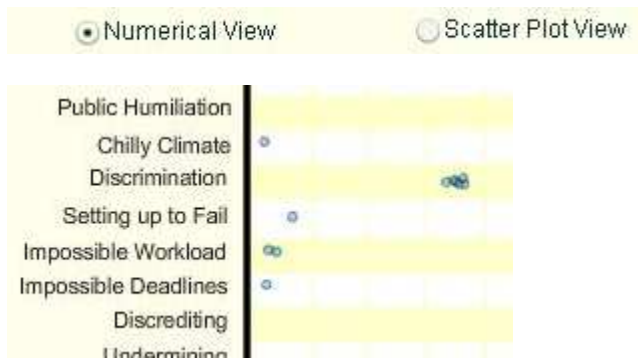
5. The Workplace Bullying Grid

The Workplace Bullying Grid is a graph of bullying incidence in your organization, for the specified time period.



Several user options are available:

- a) To switch from numerical view of the data, to a visual "scatter plot" view, click the **Scatter Plot View** radio button at the top of the screen.



- b) To return to the previous screen and modify your bullying incidence data, click the **Edit Graph** button.
- c) To print a copy of the grid, click the **Print** button.
- d) To return to the Welcome screen, click **Cancel**.