

### GRANT APPLICATION Safety & Health Initiatives Program (SHIP)

Agency Name: Western N.Y. DDSO  
 PEF Division(s): 167 + 243  
 Agency Address: 1200 East and West Road  
West Seneca, New York 14224  
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 PEF Contact Person: Thomas Rabert  
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 Proposed title for program/training: Violence in the Workplace  
Creating a Respectful Workplace  
 Proposed time frame for program/training:  
 Start Date: 1/2009 End Date: on-going  
 Estimate the numbers affected/trained by bargaining unit:

PEF:	<u>425</u>	Council 82:	<u>0</u>
CSEA:	<u>2254</u>	UUP:	<u>0</u>
NYSCOPBA:	<u>16</u>	M/C:	<u>69</u>

Other Recipients: \_\_\_\_\_  
 (Please explain): \_\_\_\_\_

*[This section is heavily obscured by a dark, grainy shadow, making the text illegible. It appears to contain a list of questions or instructions related to the grant application.]*

What is the detailed budget for the proposed program/training?



Governor's Office of Employee Relations and Public Employees Federation, AFL-CIO program staff are available to discuss your proposal with you prior to submitting an application. Please call one of us to ensure that your proposal is appropriate and fundable under the program guidelines.

GOER (Charles Vejvoda) ..... 518-473-8375

PEF (Kathy D'Arminio) ..... 518-785-1900 x254

PEF (Jonathan Rosen) ..... 518-785-1900 x254

For further information on GOER and PEF programs, visit the following websites:

[www.goer.state.ny.us/Train](http://www.goer.state.ny.us/Train)  
[www.pef.org](http://www.pef.org)

Labor representatives should sign only if employees in their bargaining unit(s) are involved in the program.

[Signature] 10/23/08  
PEF Elected Representative Date

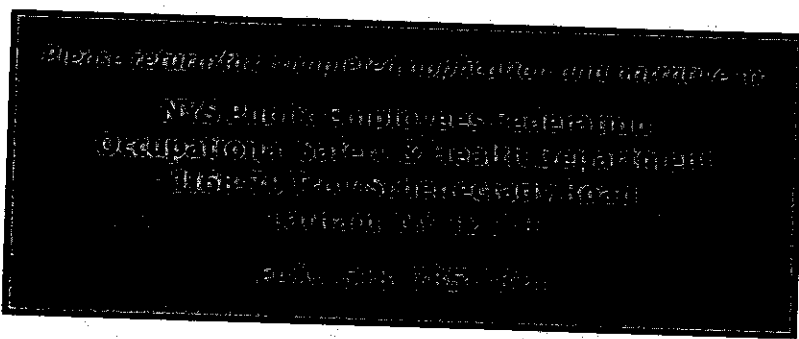
Phone: (716) 517 - 2138

[Signature] 23 Oct 2008  
CSEA Elected Representative Date

Phone: (716) 675 - 7570

[Signature] 10/24/08  
Management Representative Date

Phone: (716) 517 - 2050



## SAFETY & HEALTH INITIATIVES PROGRAM GRANT APPLICATION

### What is the training or program need you would like the Safety & Health Initiatives Program to address?

Workplace violence

### What are the proposed methods to address those needs?

Creating a respectful workplace. **The *Respectful Workplace*** is a training series designed to help organizations address the behavioral and values issues that can allow conflicts to escalate. The series treats workplace violence as an outgrowth of hostility, harassment, bullying and intimidation which has not been effectively dealt with and arms employees and managers with the tools they will need to ensure respectful workplace relations.

#### Program Contents:

Program 1, *Opening the Right Doors (25 minutes)* teaches employees skills for dispute resolution and diffusing hostility. We learn to take responsibility for eliminating intimidation, bullying and harassment from our workplace culture. Program 2, *Managing Harmony (26 minutes)*, defines the role leaders must play in creating and supporting a non-violent, respectful workplace. We explore the organizational costs of inappropriate behavior, diffusing hostile situations, aligning policy and behavior with the organization's values, how conflict can be a positive force, and the organization's responsibility to provide effective avenues for dispute resolution.

#### Scenarios

Each program in **The *Respectful Workplace*** series includes several dramatizations designed to help focus and stimulate discussion. There are 10 of these scenes.

### **How will this program/training benefit employees and your agency?**

While the media has focused on the spectacular but very rare instances of lethal workplace violence, the reality in most workplaces is very different. We deal with occurrences of hostility, intimidation, harassment and other damaging behavior. The perpetrators are employees, managers, etc. So are the victims. They are us. Unlike the rare, extreme cases, the more common manifestations of workplace violence take a daily toll on most workplaces. **The *Respectful Workplace*** is a resource designed to help organizations put an end to this *other* violence - the destructive conflicts that affect us all.

### **What actions will your agency take to reinforce this program/training back in the workplace?**

Staff face many challenges in the workplace. This program addresses the causes of workplace violence and will ensure that staff have access to a violence prevention program. All staff will have the opportunity to participate in this training.

### **How will you measure the intended outcomes of this program/training?**

We will have all participants complete an evaluation after training to monitor the outcome of the training. By raising awareness of respect in the workplace, we hope to see a decrease in disrespectful behaviors. Calls to EAP, Unions, and Affirmative Action regarding occurrences of hostility, intimidation, harassment, and other damaging behaviors will hopefully decrease. Since the DDSO will own the series, we can use it on a regular, on needed basis, or upon request.

### **How will you publicize and recruit for the program/training?**

We will use the current train the trainer program model. A quality exchange announcement will be sent to all employees for instructors and resource people. Staff who are interested in developing their

skills, and train in the workplace violence prevention curriculum will be recruited.

**How will you select participants to attend?**

Each worksite will be encouraged to send a representative to the offered trainings. That representative will bring back the information to their worksite and share with team members via a special team training. Trainers can be requested to present the program to specific work areas upon request/need.

**What is the agency's contribution to this program, including space and release time? Please be specific.**

Ensure that Western NY DDSO staff are available to attend the training. Provision of all audiovisual equipment and conference space to support the presentation and/or workshop delivery. Copies of work books will be provided by WNY-DDSO. Management will support staff who volunteer to be trainers by ensuring that they are available to participate and provide training.

**What additional information would you like us to consider with your application?**

None

**Are you applying for a small grant (\$5,000 or less) or a large grant (\$15,000 or less)?**

We are applying for a small grant.

**What is the detailed budget for the proposed program/training?**

The *Respectful Workplace* series comes with a comprehensive Facilitator's Guide. Handout pages are incorporated in the guide. Trainers need only to decide which topics would be relevant for individual distribution and which to copy as transparencies. With the purchase of this series, QMR grants you license to make as many copies of the Facilitator's Guide or the handout / transparency pages as you need for your organization.

The series of two DVD programs will cost - \$1250.00 (\$625. each)  
minus a 15% discount

Total Cost: \$1062.50