

Tip Sheet

1. Admit that there is a problem and that the problem is interfering with the goals of your organization. Work at defining “who”, “when”, “where”, and “how”.
2. Understand that there is a need for outside help or information-that being in the problem often contributes to not seeing the problem.
3. Make a decision to get help and information from informed sources.
4. Conduct a survey to determine the scope of the problem looking at victims, perpetrators, on-lookers, sources of problem areas. Make a decision to develop a zero-tolerance policy that will have an impact before/when bullying occurs.
5. Make this survey public-when it is being done and when it is completed. Invite participation from all involved-and protect their privacy if/when necessary.
6. Implement a program to deal with bullies.
7. Ask all involved parties to help implement, support, and be involved with this program. Develop an on-going/involved support system for the program.
8. Develop a dynamic list of participants for the program-who does what, who is responsible for what, a “how to” for implementing the facets of the program.
9. Publicly acknowledge those who are involved in the program-at all levels.
10. Continue to monitor for both the existence of the problem and the impact of the intervention.
11. Continue to develop information about the problem and about the impact of the intervention.
12. Share what has been done and what has been achieved with others on an on-going basis.