

# Course : Preventing and managing psychosocial risks in the civil service

*Practical course - 2d - 14h00 - Ref. EVR*

*Price : 1190 € E.T.*

This training course will raise your awareness of the issues surrounding psychosocial risks (PSR). You will learn to identify the main factors required to implement a preventive approach to stress and suffering at work within your organization.

## Teaching objectives

**At the end of the training, the participant will be able to:**

- ✓ Identify and analyze situations of suffering in the workplace
- ✓ Deciphering RPS prevention regulations
- ✓ Developing an RPS assessment and prevention approach
- ✓ Deploy and monitor the action plan

## Intended audience

Managers, human resources staff.

## Prerequisites

No special knowledge required.

## Practical details

### Teaching methods

Theoretical input, case studies and exchange of experience.

## Course schedule

### PARTICIPANTS

Managers, human resources staff.

### PREREQUISITES

No special knowledge required.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 1 Understanding psychosocial risks

- Identify psychosocial risk issues within the organization.
- Master the regulatory and legislative framework.
- Understand the impact of taking RPS into account on organization and health.
- Identifying situations of unhappiness at work: from suffering to burn-out.
- Identify risk factors and their consequences.
- Differentiate between the roles and responsibilities of the various players.
- Distinguish between the different types of prevention: primary, secondary, tertiary.

### Group discussion

Identify psychosocial risks in a number of professional situations.

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## 2 Assessing psychosocial risks within the organization

- Initiate the process with the various stakeholders.
- Set up a steering committee.
- Communicate the project to the various stakeholders.
- Prepare a pre-diagnosis to identify the risk.
- Organize the collection of available data.

### Exercise

Define key indicators and create a diagnostic grid.

## 3 Analyze psychosocial risks within the organization

- Carry out an in-depth diagnosis to identify sources of stress.
- Map risk factors within the organization.
- Present and share diagnostic results.
- Define and validate the action plan with the steering committee.
- Inform staff about the project.

### Hands-on work

Map risks and draw up an action plan.

## 4 Deploying an RPS prevention policy within the organization

- Deploy the action plan.
- Set up working groups.
- Organize monitoring by the steering committee.
- Evaluate and sustain the approach.
- Set up a monitoring system to anticipate and deal with sensitive individual and/or collective situations.
- Updating the DUERP (Document Unique d'Evaluation des Risques Professionnels).

### Hands-on work

Organize a communication campaign on the organization's prevention policy.