Corexcel
Linking Learning to Performance

Professionalism in the Office

"Our new hires look great on paper and do really well in the interview process. After they come on board, however, it can be almost painful to see how slowly they figure out what it takes to fit in. We need a better way to help them get off on the right foot once they've joined out team."

Impact

Professionalism in the Office workshop, participants learn to:

Recognize the qualities that help an employee to be more professional on the job.

Develop an awareness of the standards and abilities required for professional job performance.

Learn how to develop an understanding of their organization's policies, procedures and philosophy.

Improve their outlook and *motivation*.

Improve interpersonal *communication skills*.

Enhance teamwork through improved communications with peers, supervisors, and other co-workers.

Increase productivity by organizing work, setting priorities, and managing their time effectively.

Learn how to accept organizational changes and how to benefit from new opportunities.

Professionalism. Courtesy. Organizational Skills. Flexibility. These are skills and attributes that are critical to the success of any organization. More often than not, those skills can be in short supply, especially among new and inexperienced employees. How do you move people from their "-personal style-" to consistent professional behavior that includes self-evaluation and the commitment to change in order to achieve positive results for the team?

For over 20 years, we've helped individuals build and improve the skills they need to become productive members of successful organizations. Our experience has proven that developing the most basic skills creates a foundation of professionalism, trust and respect that leads to more productive and profitable teams.

Professionalism in the Office provides the tools needed to develop essential skills required for personal and team success in today's work environment – professionalism, effective communication, time management and organization. Focusing on building these skills helps managers and supervisors develop a productive team ready to provide a positive contribution to the success of the organization.

Program Description

Professionalism in the Office helps individuals recognize the qualities and skills that make an employee more professional on the job. Beginning with understanding their role in the organization and what the corporate culture sees as professional behavior, individuals then see the impact that improved performance will have. Throughout the workshop, participants review video presentations, participate in group discussions, practice new skills, and receive immediate feedback. The one-day workshop is designed for 14 to 20 participants and includes the following:

Understanding Organizational Culture and Identifying your Role
Focuses on the relationship between familiarity with your organization and performance on the job.

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Professional Behavior
Examines the importance of professional behavior and how to recognize it in the business environment.

Communication
Identifies what effective business communication is and the importance of managing interpersonal interactions.

Time Management and Personal Organization
Focuses on the critical role that time management and organization play in professional office behavior and personal success.

Motivation and Self Development
Examines the importance of maintaining flexibility in an ever-changing business environment and ways to keep focused on the work at hand.

Course Materials

Facilitator Guide
- Complete instructions on how to conduct the workshop. Explanatory text for the trainer, sample trainer narrative, a transcript of video segments and facilitation notes.

Participant Workbook
- Exercises, forms and skill practice aids for use during the workshop.

Video
- A five-part, 30- minute video illustrating workshop concepts by showing both positive and negative behavior modeling.

About Vital Learning

Vital Learning's award winning programs have successfully helped organizations develop supervisors, leaders, and other employees for over 20 years. Our customers tell us that our training really works because it facilitates changes in behavior that power improved business results. Let Vital Learning help you take the first step toward developing professional individuals and more productive and profitable teams.