

# ESSENTIALS FOR PROJECTING A PROFESSIONAL IMAGE

This session on professional image addresses the three areas that define professional behavior: attitude, accountability, and actions. Learners will assess their current level of professionalism and focus on those areas in which development is needed. Other topics addressed in this workshop include standards of business ethics, decision making, and conflict resolution techniques.

The half-day workshop enables attendees to participate in either discussion or practice of the skills of each topic included, and the exercises can be adjusted to allow more in-depth practice, if time is available. At the end of the workshop, learners will commit to action items for continued development.

## How You Will Benefit:

At the end of this half day program, participants will be able to:

- Assess their level of professionalism and areas for development
- Identify and exemplify professionalism in appearance, behaviors, and activities.

## What You Will Cover:

- Professionalism Overview
- The Attitude of Professionalism
- Professionalism Verbal Indicators
- Professionalism Visual indicators
- Professionalism written indicators
- Accountability of Professionals
- Professionalism in Difficult Situations
- Professionalism in Action
- Professionalism Development Plan

At client's location

At our location

## What's included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

Duration: Half Day  
Time: 8:30am-12:30pm

## Pre-Registration Form:

### ESSENTIALS FOR PROJECTING A PROFESSIONAL IMAGE

Yes  Enroll me now

Participant Name (Please Print)

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Cell Phone: \_\_\_\_\_

Position \_\_\_\_\_

Immediate Supervisor

\_\_\_\_\_

Organization

\_\_\_\_\_

Organization Address

\_\_\_\_\_

ZIP \_\_\_\_\_ Telephone # \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

