



Participant Objectives & Outcomes



- Create an understanding of the core concepts of professional presence so that attitude, performance and behaviors can align.
- Identify professional presence elements with regard to electronic communication, presentation skills and negotiations.
- Enhance daily work habits to build best practices in personal management, performance and continuous learning.
- Understand the critical importance of manners and etiquette in business.

Target Population

- Emerging Leaders
- Emerging Managers
- Team Leaders
- Individual Contributors
- Supervisors
- Promising Personnel



Organizational Outcomes



- Professional performance expectations for behavior are confirmed and reinforced.
- A stronger cultural connection between the employee and organizational vision.
- Refined individual image that communicates polish and professionalism to clients.
- Awareness of competence and skills needed for organizational growth.

Instructional Design Skill Checks

- Awareness information presented in a variety of ways for skill building.
- Knowledge examples and models to learn and demonstrate each skill.
- Role plays and immediate feedback from co-participants and facilitator for skill building.
- Action accountability plan for transferring the training knowledge to day-to-day application.

