

BUSINESS PROFESSIONALISM 101:

Critical Skills and Tools for Young Professionals

Entering the Workforce...How to survive and thrive in the world of work

No matter the industry - from customer service to an office job to engineering to construction and the trades - all of these jobs have one thing in common: in order to succeed and move ahead you need to demonstrate professionalism. Professionalism does not mean wearing a suit or carrying a briefcase; rather, it means conducting oneself with responsibility, integrity, accountability and excellence. It means communicating effectively and appropriately and always finding a way to be productive.

Professionalism may look slightly different in various settings, but the core elements are always the same – and give young employees an edge as they begin their careers. Professionalism, in and of itself, is not one skill but the blending and integration of a variety of key skills. When these skills are demonstrated “professionalism” is the outcome.

OVERALL OBJECTIVE

The **Business Professionalism 101: Critical Skills and Tools for Young Professionals Entering the Workforce** aims to equip newly graduated (within the last 3 years) employees with the opportunity for self-insight and the skills and knowledge required to understand and navigate through the organization, handle the informal rules of the game for office and inter-team etiquette, and make sure daily written communications make the appropriate, required connections and impact.

OUTCOMES

The participants will learn how to:

- Analyze emails
- Put forward ideas
- Work well with others
- Understand power plays
- Navigate the organization
- Fit in while still standing out
- Say no in an appropriate style
- Set themselves up for career growth
- Apply techniques in conflict situations
- Adjust to different generational groups
- Create a connection with their manager
- Write an email that propels others to action
- Consider the strategy in relation to their own role

CONTENT

- **So What Does This Mean?**
 - Network
 - Understand Strategy
 - Produce Good Work
 - Manage Your Manager
 - Talk to Your Customer/Client
- **So What's Up With This?**
 - Be Assertive
 - Dress the Part
 - Navigate Politics & Power
 - Deal with Social Interactions
 - What To Do When Conflict Occurs
 - Work With Different Generational Groups
- **So It's Not Just About Talking?**
 - Emails
 - Internal Chats
 - Social Media
- **Positive Impact**
 - Key Learning
 - Actions to Apply
 - Set Yourself Up For Growth

METHOD

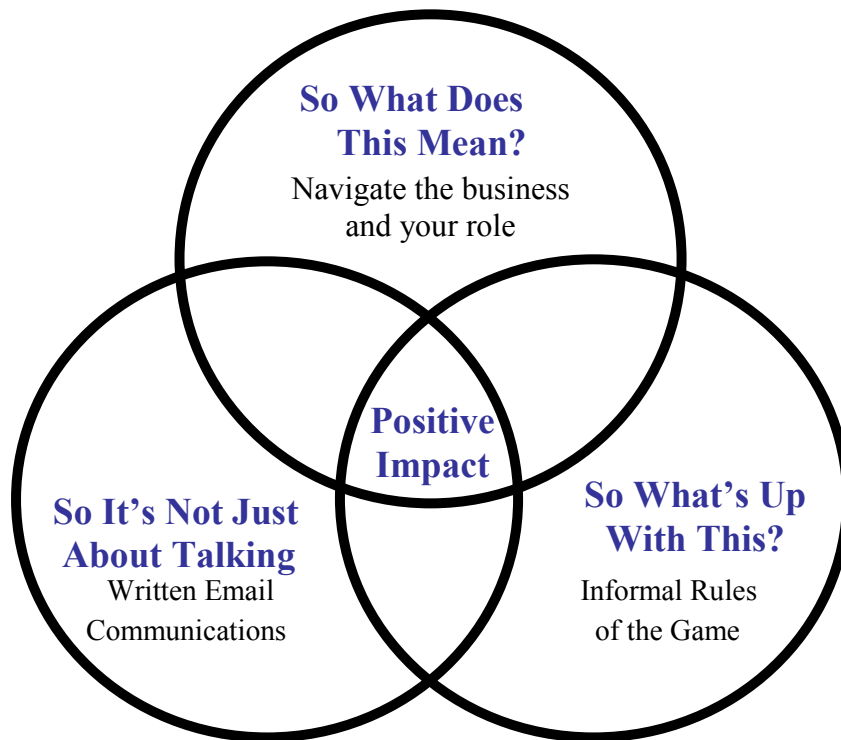
- Practical checklists, tools, and tips to be used
- Difficult situations addressed

WHO SHOULD ATTEND

This is a perfect one day session for young graduates having recently entered the workforce in the last 3 to 4 years who want to achieve their personal best and become a true asset to their organization. They will be able to answer their key questions: So what does this mean? So what's up with this? So it's not just about talking? They will create a plan to make a positive impact.

Business Professionalism 101 is critical for any employee who wants to address the foundation and fundamental skills they need to survive and thrive. Gaps in projecting professionalism will be targeted and the graduates directed to providing added-value to the organization while ensuring their personal success.

GRAPHIC SUMMARY





Your Total Training Resource

Registration Information

Time: This is a 6.5 hour workshop from 9:00-4:30 with a 1 hour lunch break.

Pricing: The per person fee for 1-2 participants is \$335.00; for 3 or more the fee is \$295.00 per person.

Other Information:

- The session will be delivered on the Zoom platform so all participants will work from their own workspace and use their own computer. Zoom has video capability but, if the participant's computer is not equipped with a camera, audio will also work.
- *To register we will need the name of each participant and their email address.*
- **Five (5) days before the date of the session we will send each participant an electronic copy of the course materials. Additionally, we will provide a link of a Meeting ID that when clicked on will allow the participant to enter the training room. Please have participants check their spam/junk folders starting 5 days before the session as often the invitation may end up in that folder- info will come from smalan@c-k.com.** For those signing up less than 5 days prior, it will be no problem as we will immediately provide this information.
- Participants should enter the Zoom training room at least 15 minutes (8:45 AM) before the start time.
- The session will be limited to 20 participants to allow for, and ensure, maximum interaction, participation and engagement.

To register or for additional information either email, phone or complete the [online registration form](#).

Email/Phone: Ken Keller (kkeller@c-k.com 847-331-9497) or Darryl Harris (darryl.ckg@gmail.com 630-730-4393) or Sue Malan (smalan@c-k.com 630-495-0505)

Register online: [Complete form by clicking here](#). If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

[To see a complete list of our current workshops click here.](#)

Customized onsite workshops are also available in person and virtually and are instructor led. Please contact us with any questions.