

# **(single Trainer) Professionalism And Business Etiquette : Off-the-shelf Training Program**

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Most of your employees have never been trained on what it means to be a Professional Why should you care? Because professional employees at all levels of your organization will be more likely to keep their commitments, work cooperatively and build rapport and trust with each other and with your customers. So, how can you raise the bar? Professionalism and Business Etiquette: Keys to Intentional Success Workshop This powerful off-the-shelf training program includes everything you need to successfully deliver a high-impact 2-hour workshop. This turn-key training program is available for immediate download. Use it as is or customize it with your logo! This comprehensive program is a complete guide to professionalism and business etiquettewe also provide it in a customizable format for you to add points and examples of specific significance to your (or your clients) organization if desired. Using a very accessible and hands-on approach, this workshop demonstrates the foundational expectations inherent in the designation professional. This Workshop communicates the universal but often unspoken expectations of a professional. For the first time, everything you need to immediately increase the caliber of professionalism in your organization is captured herein an interactive and inspiring workshop filled with practical tools and hands-on skill reinforcement activities. This 2-hour Professionalism and Business Etiquette Workshop is appropriate for: \* New Managers \* Individual contributors who are transitioning to management positions \* New Employee Orientations \* Customer Service and Sales Staff \* Operational and Administrative Staff \* Refresher for Existing Managers This Workshop goes beyond the surface and takes participants deeper into what it means to be a professional from the inside out. It engages participants in focusing attention on their own choices for they impact those around them. As a result of this workshop, participants will be able to: 1. Understand and apply the key elements of professionalism and business etiquette 2. Operate in any business environment with confidence and competence 3. Build trust and personal equity regardless of skill level, years of experience or education 4. Act with intention to embody professionalism from the inside out 5. Immediately and noticeably increase personal caliber of professionalism Participants walk away with everything they need to know about what it means to

embody professionalism inside and out. Workshop highlights include: How to communicate Professionalism with Appearance: \* Attire \* Body Language \* Eye-contact \* And more . . . How to Master Business Etiquette: \* Basic manners \* E-mail and cell phone etiquette \* Etiquette for organizing and attending meetings \* Impact of company culture and expectations \* And more . . . Off the shelf training packages

What it means to be professional from the inside out: \* Attitude and demeanor \* Walking the Talk: Personal Accountability \* Delivering on Commitments \* Being part of the Solution \* Personal Mission Statement \* And more . . . This Professionalism and Business Etiquette Training Package is complete with everything you need to prepare for and successfully deliver this workshop including: \*

- \* Comprehensive Facilitators Guide
- \* Dynamic PowerPoint Slides
- \* Print-on-Demand Participant Handouts
- \* Interactive group activities and participant quiz
- \* Marketing Collateral for use in promoting Workshop

\* All materials are turn-key and ready for immediate use and all are completely customizable with your logo

Proven Adult-Learning Principles ensure maximum engagement, learning and retention This fun, interactive and inspiring workshop uses proven principles of adult learning with a mix of short participative lectures and:

- \* Large and small group activities
- \* Skills practice
- \* Individual exercises and reflection

Throughout the workshop participants have an opportunity to recognize and learn about themselves and others with real examples of situations and behaviors in the workplace and through a great deal of active workshop participation. Because of the experiential aspect, the information is easier to understand, remember and use. Here's what you're going to get... Off-the-shelf workshop Professionalism and Business Etiquette: Keys to Intentional Success from TrainManagers.com

1. Facilitator's Guide: Provides Step-By-Step Facilitation Guidance and delivery considerations.
2. PLUS: Dramatic PowerPoint Slides that cover every point to provide visual impact and help you keep your command of content and pace.
3. PLUS: Customizable and Reproducible Participant hand-outs..so you can add your organization's logo or department name--FREE, and make as many copies as you need at no additional fees, saving you hundreds of dollars. We've thought of everything! The comprehensive package also includes:

1. Workshop delivery sequence and timing for each segment
2. Detailed Speakers Notes
3. Hand-out and visual aid guide
4. Detailed instructions on how to run the activities
5. Preparation suggestions for maximum success

Order now and receive the following bonuses: \*

- \* Certificate of Completion Template
- \* 25 Different Powerpoint Background templates
- \* Announcement collateral for internal communications to promote workshop to employees
- \* Marketing collateral for independent trainers to use in direct

advertising to potential clients Wishing you the best success, TrainManagers.com P.S: Using this toolkit, you're likely to earn back your investment in time and energy before you even deliver your first workshop! We are sure that you will find this training package 100 rewarding. We have, therefore, offered an Ironclad 100 Satisfaction Guarantee for 7 days from the date of your order. If you are not satisfied with this training package for any reason, e-mail us with a copy of your electronic receipt and we will return you your money, within 48 hours, no questions asked. But, the good news is, nobody has ever asked for a refund!!! So, we're sure that as with our other training customers you will be 100 delighted and satisfied with this completely customizable training package. By opening, installing, copying, downloading, accessing or otherwise using any documents or materials in the Program, You agree to be bound by the terms of the TrainManagersLicense Agreement. [trainmanagers.com/license-agreement.html](http://trainmanagers.com/license-agreement.html)

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