LEARNING OBJECTIVES

After viewing the programs, students will be able to:

- Identify professional attire and know how to assemble suitable work wardrobes.
- Know the difference between casual demeanor and professional demeanor.
- Recognize the rewards of being a lifelong learner and how it helps to advance one’s career.
- Find ways to respond to mistakes with accountability.
- Identify and emulate leadership traits and characteristics.
- Decipher and respect workplace chain of command.
- Know the difference between taking time off and taking advantage of time off.
- See the hazards of office politics and learn ways to avoid them.
- Manage workplace conflicts reasonably and without drama.
- Know how to conduct oneself in meetings and at work-related social gatherings.
- Recognize potential unethical situations and how to behave in an ethical manner.
- Adopt a personal code of conduct that will work in all professional situations.
- Learn basic workplace etiquette for phone, e-mail, and social media.
- Adopt time-management skills applicable to all careers.
- Observe protocol at lunch meetings and social gatherings.
- Know the right and wrong way either to ask for a raise or to resign.