



Instructor: Melissa G.

ESSENTIALS OF WORKPLACE CONDUCT

Course #: C5011L

Union Bank, 20 Lower Main Street, Morrisville, Vermont

NOVEMBER 7 & 14, 2019

5:30 PM—8:30 PM

course description

The purpose of this course is to provide the full context of appropriate workplace conduct, whether it is being polite or rude to a co-worker, keeping a clean workspace or using proper grammar in an email, small attentive gestures make the workplace more enjoyable.

However, essential workplace conduct has been on the decline. According to a recent study by Weber Shandwick, "large American businesses are considered uncivil by 53% of Americans." This is an important statistic, considering the same study found that 60% of an organization's market value is attributed to its reputation.

Being able to assess your level of respect and dignity, to display patience, to say no diplomatically and to make a positive impression allows you to develop more meaningful relationships with colleagues, and to build a pleasant work environment that boosts productivity.

Looking for more details, [visit our website](#) for detailed course descriptions.

how to enroll

Enroll online at our website, [CFTEA.org](#) under Professional Skills & Special Topics.

how class works

Course sessions are interactive and run two consecutive weeks in a classroom setting.

tuition

\$245 per participant for training and materials.

withdrawal policy

CFTEA withdrawal policy is outlined within our latest catalog and on our website. Before class begins the enrollment may be transferred to another student with the approval of the student's employer and the CFTEA office.

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