Developing Professional Presence

This live, virtual course will help you build and enhance your professional presence by developing key skills to meet performance expectations, build robust work relationships and unlock growth opportunities. You'll gain practical insights into maintaining credibility, avoiding detrimental behaviors and aligning with company expectations to ensure you're consistently perceived as competent, reliable and trustworthy.

Session 1
Projecting Confidence in the Workplace

- Recognize how emotional intelligence contributes to professional presence
- Identify key factors that establish and reinforce your credibility in the workplace
- Understand the concept of "quiet confidence" and how to build it
- Explore how others perceive you and how to manage their perceptions

Session 2
Building Credibility Through Communication

- Discuss how to adapt your communication style for diverse personalities
- Understand the nuances of professional communication across various media
- Cultivate active listening techniques that promote stronger professional relationships
- Discover how to ensure your nonverbal cues reinforce your spoken messages

Session 3
Looking and Acting Like a Professional

- Describe how to meet professional appearance expectations
- Discuss appropriate office etiquette and how to avoid common behavior pitfalls
- Discover how to align your visual presence with your role and company expectations
- Identify ways to make adjustments for different professional environments

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