

Professional Conduct Training



Understanding Appropriate Workplace Behaviours and Boundaries.

Professional conduct refers to the behaviours, attitudes and ethics individuals must uphold in a workplace. It encompasses the standards, principles and values guiding how employees interact with colleagues, clients, customers and the public. It is crucial in maintaining a positive and productive work environment, as well as establishing trust and credibility with all organisational touch points.

Professional conduct may vary slightly across different industries and professions, but the underlying principles of ethics, respect and responsibility remain consistent. Upholding high standards of professional conduct benefits individuals in their careers and contributes to a trustworthy and reputable working environment.

This workshop has been designed to support organisational standards and how employees practically understand and implement them at a behavioural level. It covers all aspects of ethical standards, respect, etiquette, accountability, confidentiality, professional competence, unconscious bias, reasonable boundaries and expectations.

Designed for?

- > This program is applicable for managers, supervisors, team leaders and business owners.
- > Anyone in a HR Professional role.
- > An ideal group size is 6 – 15 participants.

Key Learning Outcomes

- ✓ Demonstrate the application of appropriate boundaries in daily interactions with colleagues and clients.
- ✓ Understand the concept of professional conduct and its relevance to self-regulation in a work environment.
- ✓ Establish rapport through effective and professional communication.
- ✓ Implement best practice professional etiquette in the workplace.
- ✓ Comprehend the various components of professional conduct and their significance.
- ✓ Utilise adaptation techniques to effectively work with different communication styles.
- ✓ Identify hidden biases and their impact on others.
- ✓ Uphold organisational values and respectful ethical standards.
- ✓ Familiarise oneself with reasonable employer expectations to maintain professional conduct standards.

Live Face to Face, Virtual or Hybrid



Power Sessions



Half-Day



1-Day



2-Day



Coaching

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