

# Professionalism In The Workplace



Title	Duration (minutes)	Author	Course Description
<ul style="list-style-type: none"> <li>Develop Working Relationships with Colleagues</li> </ul>	10	Kineo	This course, created by ILM has been designed to help you understand effective team working, and how you can develop and maintain successful, collaborative working relationships.
<ul style="list-style-type: none"> <li>Relationship Building in the Hybrid Workplace</li> </ul>	15	The Access Group	When you cultivate positive and supportive relationships, you are more likely to feel happy and fulfilled, however when relationships break down you may find yourself embroiled in conflict. This course looks at how to both build and maintain positive working relationships, as well as how to handle conflict situations in the workplace.
<ul style="list-style-type: none"> <li>Avoiding Workplace Conflict</li> </ul>	15	VinciWorks	Conflict can be costly, damaging relationships, and harming productivity. Whether between a manager and employee, colleagues, or departments, conflict leads to stress, grievances, and absenteeism. Effectively managing conflict is a crucial skill that fosters strong working relationships and improves organizational performance.
<ul style="list-style-type: none"> <li>Banter in the Workplace</li> </ul>	15	VinciWorks	"Banter in the Workplace" looks at the effects of jokes and banter and the risks to employers in terms of bullying, harassment, and discrimination claims by employees. It sets out the key steps that organisations can take to stop banter from becoming a problem and shows how tackling inappropriate behaviour is a crucial part of building a culture based on respect.
<ul style="list-style-type: none"> <li>How to Create Measures to Promote Shared Responsibility in The Workplace</li> </ul>	70	ISEAZY SKILLS	In this course, you'll learn the keys to learn how to assess your staff in order to understand their needs. You will also learn the necessary tools to convey the practices that can add value to your company and therefore, introduce measures that promote shared responsibility in the workplace
<ul style="list-style-type: none"> <li>Workplace Diplomacy</li> </ul>	15	The Access Group	This course demystifies the essential elements of workplace diplomacy, providing practical tips and expert-led insights. Engaging videos featuring real-world scenarios demonstrate how to navigate challenges with tact and diplomacy. It offers expert guidance on applying these skills in key workplace situations, including conflict management, setting boundaries, and giving feedback.