

Professionalism In The Workplace

Title	Duration (minutes)	Author	Course Description
<ul style="list-style-type: none"> Being Inclusive in the Remote Workplace: Meetings 	10	Absorb	Recently, the professional world has changed dramatically, with more companies switching to remote workplaces. In this module, we'll share some tips for hosting intentionally inclusive online meetings.
<ul style="list-style-type: none"> Insights with Amy Tez - Being Authentic in the Workplace 	5	Absorb	Explore the principles of authentic communication and behavior in professional settings. Learn to balance authenticity with situational awareness and empathy, fostering genuine connections and effective engagement in meetings and the workplace.
<ul style="list-style-type: none"> Learning Minute: Office Communication 	4	Absorb	Communication is vital in an office environment, spend a minute finding out some tips to improve your office communication.
<ul style="list-style-type: none"> Dealing With Difficult Coworkers 	11	Absorb	At times, your coworkers might undermine your work, refuse to collaborate, or just be plain difficult to get along with. Yet, there are ways to deal with difficult coworkers so you can continue the important work that you do. This lesson will cover tips for dealing with difficult coworkers and managing others in productive ways.
<ul style="list-style-type: none"> Respect in the Workplace 	7	Absorb	Respect is a key part of any successful team and workplace. Working in a team where everyone has respect for each other reduces stress, increases productivity and helps to prevent bullying, discrimination and other negative workplace outcomes. In this course we'll take a look at our top tips for respect that everyone should follow.