

Avoid The Danger Zones: Rules at Work

Workshop Overview

We must remember the little things...or the little things will become the big things. Is your setting at work "business casual"? Have you ever wondered just how casual "business casual" should be? Where exactly is the line drawn? The new millennial working environment can be attractive, but making sure all team members bring their "A" game to work each day is imperative for success.

In this "Rules at Work" workshop we will explore the potential danger zones of a business casual work environment. We will dive into the data regarding the importance of soft skills—what are they and how can we sharpen them—and most notably we will focus on the importance of written, verbal, and non-verbal communication in the workplace.

At the end of the workshop, participants will have a better awareness with:

1. Making a positive first impression
2. Communicating effectively
3. Bringing the professional polish to a casual setting

Surround Strategy

To ensure the workshop has lasting impact on job performance, we have designed our signature surround strategy as follows:

Pre-work

1. Watch the YouTube video: [8 Practical First Impression Techniques—How to impress your crush, your boss, and a whole crowd!](#)

In Class

- The workshop is very interactive, with practice activities for each section and skill. Personal Aha Moment and Commitment cards will be used throughout the workshop, and a final Commitment to Action Plan will be created at the end of class.

Post Workshop

- Each participant will have made action commitments to identify at least one behavior he or she will attempt to improve. Each participant will be encouraged to meet with his or her direct manager and share the Commitment to Action Plan.

Meet our Team and Schedule a Workshop

Click [here](#) to read bios of our team members!

Click [here](#) to contact us for more information or to schedule a customized workshop.

For more information on this workshop, contact:

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