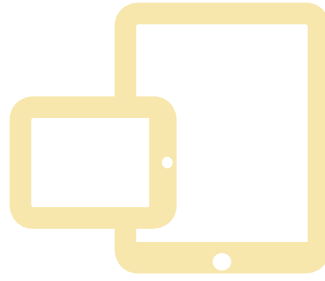


CIRMA E-Learning Center

Personal Professionalism Online Training Program



Our E-Learning Programs are **FREE** to all CIRMA members.

Course Description:

Although employers expect personal professionalism to simply be a matter of common sense, some employees are still unable to get to work on time, come to work with a bad attitude or consistently fail to meet basic standards of acceptable behavior.

This course illustrates how accepting personal responsibility for our own actions and everything that happens in our life helps us raise our level of expectations regarding our behavior and our goals. We stop acting like victims and start acting like persons in control of ourselves and our lives.

Time: Approximately 30 minutes [Preview the Personal Professionalism online training program here.](#)

Learning Objectives:

- Distinguish the core expectations your employer has for you from those you have for yourself.
- Acknowledge the importance of personal professionalism in the workplace.
- Recognize the importance of having high self-expectations both personally and professionally.

Key Topics Include:

- Every day "Core" Employer Expectations
- What are YOUR Expectations for Yourself?
- Don't Confuse Goals with Expectations
- Expectations
- Commonly Used Excuses
- Being Present and on Time
- Where are Your Keys?
- Neither Rain, Sleet, nor Snow
- Your Decisions Impact Other People's Lives
- Your Decisions Impact YOUR Life
- It's Your Choice
- Expect the Best in People; Expect the Worst in People
- No Excuses
- Dress for Success

To access CIRMA's E-Learning Center or to see a complete schedule of CIRMA's instructor-led Training & Education programs, please visit —

www.CIRMATraining.org

To register for this course, please contact your organization's E-Learning Administrator.

