



Civility at Work

Whether you are an on-site Human Resources professional, a business owner, or an independent trainer- an employee or a student who is new to Canada, knowing what are expected and respected behavior in business and social settings can boost your confidence and set you apart from your competitors. And, you can use your social and civility knowledge to teach others either through coaching or by leading by example.

- TCE101 Communicating Respect & Leadership: Communicating Professionalism
- TCE102 Communicating Respect & Leadership: Nonverbal Communication
- TCE103 Communicating Respect & Leadership: Verbal Communication
- TCE104 Communicating Respect & Leadership: High-Tech Talk – Technology and Courtesy
- TCE105 Communicating Respect & Leadership: Office Politics for the Nonpolitical
- TCE201 Setting the Standard: The Basics of Business Dining
- TCE202 Setting the Standard: Networking and Mixing Etiquette
- TCE203 Setting the Standard: Corporate Civility - Attending to the Details
- TCE204 Setting the Standard: Meeting & Presentation Etiquette
- TCE205 Setting the Standard: Business Travel Etiquette
- TCE301 Leveraging Your Social IQ: Boost Your Social IQ
- TCE302 Leveraging Your Social IQ: Productivity & Priorities
- TCE303 Leveraging Your Social IQ: Time Management
- TCE304 Leveraging Your Social IQ: Decision Making and Negotiating
- TCE305 Leveraging Your Social IQ: 10 Ways to Communicate Confidence
- TCE401 The Power of Professional Presence: Lasting Impressions
- TCE402 The Power of Professional Presence: Professional Dress for Men
- TCE403 The Power of Professional Presence: Professional Dress for Women
- TCE404 The Power of Professional Presence: Projecting Confidence
- TCE405 The Power of Professional Presence: Demeanor & Attitude
- TCE501 Habits of High Impact Business Writing