

## Professionalism, Trust, Respect

**Course Purpose:** This course prepares employees for the basic expectations of professionalism, trust, and respect in the workplace. **More than a dress code or anti-harassment policy: Trust and Respect Starts With You.**

<b>Learning Outcomes</b>	1. Developing Trust By Respecting Individuals, 2. Understanding That Harassment is Discrimination, and 3. Welcoming Diversity and Becoming Inclusive		
<b>Primary Audience</b>	Employees	<b>Secondary Audience</b>	Managers
<b>RTI Hours</b>	.5	<b>Instructional Modality</b>	On-Demand Asynchronous
<b>Course Code</b>	HR 001	<b>Prerequisites</b>	
<b>Lead Instructor</b>	Wendy Sellers	<b>Supporting Instructors</b>	

Unit	Module Title	Module Purpose and Importance	Module Objectives
1	Professionalism Trust and Respect	<ul style="list-style-type: none"> <li>• <b>The purpose</b> of this module is to prepare employees for the basic expectations of professionalism, trust, and respect in the workplace.</li> <li>• <b>This is important</b> to prevent unpleasant interactions and illegal harassment.</li> <li>• Professionalism includes, but is so much more than, proper behavior at work, adhering to a respectful dress code, respect and civility at work. Every employee is responsible.</li> </ul>	<ol style="list-style-type: none"> <li>1. Developing Trust By Respecting Individuals,</li> <li>2. Understanding That Harassment is Discrimination, and</li> <li>3. Welcoming Diversity and Becoming Inclusive</li> </ol>