

Title Slide

Workplace Etiquette: Professionalism and Basic Business Behavior

Slide 1

Welcome to Work Place Etiquette. This on-line course is designed in 3 parts. Part One, Learn the Policy, Part Two, Professional Behavior, and Part Three, Self Assessment. Select the option you would like to start with and click the buttons on the screen to proceed.

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In part one, "Learn the Policy", you will learn about Lanterman Regional Center's policy for workplace behavior and attire. Click the "Learn the Policy" button on the screen to start here or the "Main Menu" button to make another choice.

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OK, you've chosen part one where you will learn more about the Center's policy for workplace behavior and attire. Grooming, meeting the public, phone and e-mail use, and maintaining a drug free workplace, are some of the some other important policies that will be covered.

Although, this will be a lot to remember, You can refer to the Policy by selecting the "Attachments" tab in the upper right corner of your screen at any time during the training.

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During working hours, you are representing the Regional Center and as representative, appearance is essential to making the right impression with families, service providers, and the community. If you are unsure if an article of clothing is acceptable or not, most likely it isn't. In other words, if in doubt, don't wear it. Click on the attachment tab in the right upper corner of your screen and select FDLRC Personnel Policies and Procedures to view a copy of the center's policy. Select Section 19, Dress policy from the Table of Contents to see a list of what is and isn't acceptable.