

AAIM Course Description



Professional Presence

Manage the impressions you make on people! Project your “professional best” physical image and make a more powerful impact to get the respect you deserve. Articulate your ideas with more authority and confidence, and sidestep the professional land mines that sabotage your career. Learn how to maximize your strengths, develop your weaknesses, and make them all work for you.

At the end of this course you will be able to:

- Create a good first impression
- Develop your best physical image
- Promote yourself and network
- Give the perception of being knowledgeable and in control
- Be visible and recognizable to others inside and outside your organization
- Handle stressful situations calmly

Topics that will be covered:

- Your “Professional” Image–The Three-Legged Stool
- Portraying Confidence When Entering a Room, a Meeting, or a Social Gathering
- Confident Handshakes That Say You Are Important, Confident, and in Control of Any Situation
- The Development of a Mentor
- Deciding What the Intended “Look” Should Be and How to Achieve It
- Communicate So People Really Listen to You
- Appear Knowledgeable So People Assume You Are the Expert
- Increase Your Visibility So People Know Who You Are
- Manage Time and Stress So You Appear to Be Calm and in Control

Prerequisites: Individuals who are new to the workforce or have recently moved into positions with more responsibility or visibility. Anyone who wishes to enhance the professional impact they make on others.

Advance Preparation: There is no advanced preparation for this course.

Competencies: Personal Image, Organizational Agility

Delivery Method: Group Live | **Course Level:** Basic | **Duration:** Half-day

Continuing Education/Recertification Credits: CPE Credits, HRCI Recertification Credits and SHRM Professional Development Credits may be available for this course.