

# PROFESSIONAL EXCELLENCE ONLINE CERTIFICATE

*Whether you are new to the business world or are returning after many years, you will benefit by strengthening your ability to navigate corporate culture.*

This online certificate equips participants with the foundation to navigate complex professional environments with confidence and competence. Participants will cultivate rational and disciplined thinking skills by reducing intrinsic biases and discerning relevant information for decision-making. They will explore business etiquette to gain colleagues' respect and trust in various scenarios. Finally, strategies to build meaningful relationships at work from the ground up will be presented. All three online modules utilize interactive techniques to create an engaging and impactful learning environment.



## Modules in this Certificate:

- Critical Thinking
- Networking within an Organization
- Business Etiquette

## Duration:

This program consists of three asynchronous, online modules. XLC recommends completing the self-paced program in six months.

**Cost: \$695 General Registration**  
**Select Discounts Available.**

**1.8 CEUs will be issued for this program**

## Audience:

Professionals at any level who want to improve their professionalism.

## Digital Badge:

Xavier Leadership Center is proud to offer each participant a digital badge in Professional Excellence once participants have met program completion criteria. Digital badges include a direct link to view program credentials and can be utilized by participants on social media and digital resumes.



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## PROGRAM TOPICS:

### **Critical Thinking:**

The Critical Thinking program will guide participants to become more rational and disciplined thinkers. It introduces concepts regarding intrinsic biases, presenting a greater understanding of their environment. This course will provide participants with the skills to evaluate, identify, and distinguish between relevant and irrelevant information enabling a boost in performance.

### **Networking within an Organization:**

This program is about creating and maintaining better relationships. Participants will develop skills to avoid obstacles, increase communication, and build relationships that last over time. Employees who understand and embrace the aspects of networking in the workplace will grow business and create a more engaging environment.

### **Business Etiquette:**

This course examines the basics of navigating corporate culture: how to be considerate of others, dress and appearance, the workplace versus social situations, business meetings, proper introductions and "the handshake," conversation skills and small talk, cultural differences, dealing with interruptions, and proper business email and telephone etiquette.



## **ABOUT THE ONLINE LEARNING ENVIRONMENT:**

This certificate program is 100% online and asynchronous, allowing participants to learn at their own pace. Participants may complete the three modules included in this certificate in the order they choose. Once all three modules are complete, participants will receive a certificate of completion and a digital badge.