



*Training Course:
Workshop on Professionalism in the Workplace*

*13 - 19 October 2025
Madrid (Spain)
Pestana CR7 Gran Vía*

Training Course: Workshop on Professionalism in the Workplace

Training Course code: LS236249 From: 13 - 19 October 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía Training Course Fees: 6000 € Euro

Introduction

This workshop on Professionalism in the Workplace is designed to equip participants with the essential foundations of professional behavior at work. Participants will learn how to present themselves as true professionals, enhance their professional image, expand their skills, deliver results, and build effective workplace relationships and networks.

Professionalism is critical for employees who aim to maximize their potential and foster positive workplace relationships. In today's competitive labor market, it is more important than ever to stand out by demonstrating strong professional skills and capabilities. While some individuals may naturally possess these traits, many can greatly benefit from structured guidance in refining and mastering them.

Through this interactive workshop, participants will develop the ability to communicate effectively, establish meaningful workplace relationships, and showcase their professional skills to excel within their organizations.

Workshop Objectives

By the end of the workshop, participants will be able to:

- Assess and improve their professional image.
- Communicate ideas and perspectives using effective communication skills.
- Organize their schedules and manage time efficiently.
- Distinguish themselves as adaptable and effective employees.
- Prepare and deliver impactful presentations.
- Acquire persuasive communication and presentation skills.
- Apply professional networking strategies in their work environment.

Target Audience

This workshop is designed for:

- Senior managers, executives, department heads, and supervisors.

- Staff responsible for presenting reports, proposals, or management plans.
- Professionals in public relations, media, and idea promotion.
- All employees who wish to develop and highlight their professional skills.

Workshop Outline 7 Days

Day 1: Foundations of Professionalism

- What it means to be a professional.
- Professional conduct in the workplace.
- Workplace ethics and values.
- Taking responsibility through personal accountability.
- Identifying personal strengths and weaknesses:
 - How to assess them.
 - Strategies for improvement.
 - Showcasing strengths effectively.

Day 2: Enhancing Your Professional Image

- Defining and shaping your professional image.
- Key features of a strong professional identity.
- How to increase employability and effectiveness.
- Communication strategies that reflect professionalism.
- Building confidence and presence in the workplace.

Day 3: Essential Productivity Skills

- Time management strategies.
- Fundamentals of project and task management.
- Practical decision-making techniques.
- Setting priorities and managing workload effectively.

Day 4: Effective Communication Tools

- Keys to effective communication.
- Developing persuasive presentations:
 - Presentation and delivery skills.
 - Body language and vocal tone.
 - Crafting influential speeches.
- Conducting productive meetings.

Day 5: Building Relationships and Networking

- How work influences your personality and behavior.
- Networking strategies and best practices.
- Demonstrating your value and skills in workplace relationships.
- Building trust and credibility with colleagues.

Day 6: Applied Professionalism - Case Studies

- Understanding participants' work environments.
- Identifying strengths and weaknesses in real scenarios.
- Strategies for overcoming weaknesses.
- Applying professionalism in challenging situations.

Day 7: Integration and Practice

- Participant presentations: showcasing professionalism in their organizations.
- Group reflection and peer feedback.
- Best practices in sustaining professional behavior.
- Developing a personal action plan for long-term professionalism.
- Final recommendations and closing.

Registration form on the Training Course: Workshop on Professionalism in the Workplace

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