



## **Option 1: The Power of One- Civility at Work Initiative Workshop**

*This interactive full-day workshop includes discussions, advice, instructions, tools and techniques for planning, implementing and sustaining workplace civility initiatives.*

*Topics covered:*

- *Recognizing the tangible costs of rudeness to business?*
- *Leveraging civility; the benefits of introducing a workplace civility initiative?*
- *Understanding the elements of workplace culture*
- *Bridging personal and professional values*
- *Managing factors that contribute to incivility in the workplace*
- *Guiding principles for creating civility and conduct codes*
- *Best practices for fostering and maintaining civility in the workplace*
- *A template for creating your own civility initiative plan*