



Topic: Professionalism

1. Watch a few minutes of “The Office Pranks”
 - a. This video is 10 min long so no need to watch the whole thing
 - b. Discuss: What unprofessional things did you see in that video?
2. Go through the “Job Etiquette Presentation”
 - a. When it comes to the quiz, treat it like a discussion
 - i. You can click their answer and it’ll take you to whether they were right/wrong and then to the next question
3. Watch “What Are Soft Skills?” video
4. Watch “Dos and Donts of What to Wear in The Workplace”
5. Go through “Is It Good Job Etiquette?” document
6. Have them take the “Professionalism Self Assessment”
 - a. Use page 2 to discuss their strengths and how they can improve