

## Business Foundations

Introduction: Interpersonal Behavior  
Essential Business Knowledge  
Workplace Culture  
Adding Value in the Workplace  
Personal Likeability



### 8 Core Dimensions include:

Participant Workbook and job aid for

- Communication
- Decision Making and Problem Solving
- Ethical Behavior
- Interpersonal Behavior
- Multiculturalism
- Professionalism
- Self Management
- Social Behavior



## Effective Professional Social Skills

Bellewether is proud to introduce this breakthrough approach to enhancing effective professional social skills. This comprehensive, research-based training enables employees at every level of the organization to better connect business needs to their own personal behavior and actions.

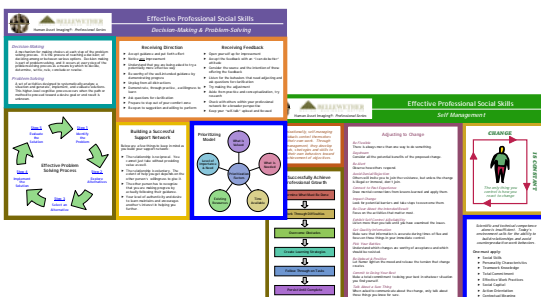
Social capital is built through well-honed interpersonal skills that enable one to be liked, well-respected and trusted. More than mere manners and etiquette, this training teaches one to move fluidly among cultures, to gather and use information, leave a positive impression, make strategic connections, enhance productivity through the division of labor, and make social, political and economic gains.

The 250-page Facilitator Handbook, 9 Participant Topic Books and 9 Job Aids, including *Business Foundations*, cover 8 core dimensions and 32 competencies of interpersonal effectiveness.

Facilitated by a member of our staff or yours, *Effective Professional Social Skills* enables and empowers employees to make good business decisions and act as diplomats for your organization, building the requisite social capital that drives increased revenue, profitability and customer loyalty.

Use in conjunction with the *Human Asset Imaging® Inventory*, an online assessment, to better understand workforce topic strengths and gaps.

### Examples of Job Aids for Ongoing Workplace Reference



We are making business better.

v.816.554.9400  
f.816.554.9410  
tf.800.585.0318

catch us on the web @  
[www.bellewether.com](http://www.bellewether.com)