

BUSINESS ETIQUETTE

COURSE OVERVIEW

Conducting business and attending job related events that involve social situations are more common now than ever before. Etiquette is about projecting a professional image, being confident, and making people around you feel comfortable. Having good manners, showing respect and courtesy to people you interact with every day will ease relationships in any environment. By attending this class you will learn how to practice basic etiquette skills that will help you avoid unintentional discourteous behavior.

Learning Objectives

- Conducting Yourself in Social Situations
- Essential Tips for Out-of-Office Etiquette
- Social Situations Savvy
- The Office Party
- Proper Social/Business Etiquette

Course Details

Length: Two Hours