
Business Etiquette Essentials

Navigating workplace norms can be challenging, especially if you're new to the environment or transitioning back from remote work. Either way, one thing is clear: *Business etiquette matters*. It matters to your company, your clients, your colleagues...and it could significantly impact your future.

Join us for a LIVE one-hour course complete with real-time Q&A and find out what you're getting right, while uncovering areas where you might need some fine-tuning.

Day 1

- The dos and don'ts of professional behavior
- Appearance: casual dress vs "too casual for work"
- Attitude and body language — are you sending the right signals?
- Assertiveness and striking the right tone without going overboard
- Small talk at networking events that doesn't feel...awkward
- Plus — introductions, email etiquette, rules for meetings and more!



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