Course Name: Business Etiquette (Elevate your Interactions)

Course Purpose: Provide employees with foundational skills in business etiquette for both in-person and digital interactions.

Target Audience: New managers with little to no corporate workplace experience.

Key Strategies: Apply concepts to conversations, digital interactions, and dining experiences woven into the session.

Objectives

- Create a good first impression.
- Craft an effective image through dress and hygiene.
- Apply conversation skills at networking or other events.
- Practice digital etiquette.
- Review the "Top 50 Rules to Live By."

Question 1

Which of these habits do people find most annoying?

a. People who are too talkative
b. People who are too quiet
c. People who are fake
d. People who show off

Captivate: The Science of Succeeding with People," by Vanessa Van Edwards

Budget
25%
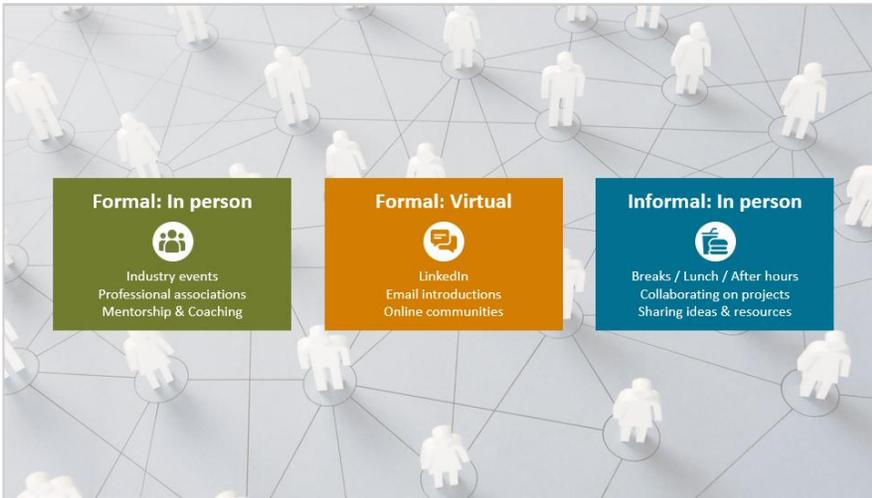more time
than you think you'll need

Dress for Success

Company Dress Code: "Dress for your Day"

Etiquette Tips
- The workplace is not a night club or social environment.
- Look neat, clean, and organized.
- Always dress a little bit better than you think you need to.
- Take pride in your hygiene.

Formal: In person
Industry events
Professional associations
Mentorship & Coaching

Formal: Virtual
LinkedIn
Email introductions
Online communities

Informal: In person
Breaks / Lunch / After hours
Collaborating on projects
Sharing ideas & resources

Netiquette

Etiquette

It's a way to show courtesy and respect to others; it's an important tool in our own professional development and career trajectory.

50 Rules to Live By

Instructions:

- Break into small groups.
- Compare your "Top 5" list with others in your group. Choose one.
- **Create a skit that bring the rule to life.**
- Use humor or be serious, use props, get creative, have fun!
- Perform skit for the rest of the class.
- Time: 8 minutes

Laurie Gilmore Farley, Work Sample/Business Etiquette