

Wednesday, August 2

10:00am – 12:00pm  
Instructor: Laura Lobo

**DIVISION FOR WORKFORCE AFFAIRS**

TRAINND SOUTHEAST

## Business Etiquette

Unwritten rules that vary from one environment to another can be difficult to follow. How should you behave in the workplace? Find success in your job, build strong relationships, have better communication, and put others at ease by learning about business etiquette.

### LEARN:

- Practice common business etiquette to build and maintain relationships

- Interact in a respectful manner with coworkers and subordinates
- Building rapport and making positive human connections

- Use proper netiquette
- Etiquette in the time of COVID (resources)
- Develop an action plan