

BUSINESS ETIQUETTE

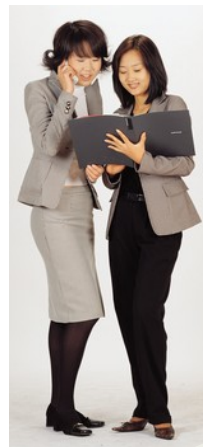
For
Today's Business world



In the Business Etiquette Workshop, each participant gains knowledge that will give them the competitive edge to acquire, retain, and advance in a professional position. It will also empower them to become confident professional business executives.

Workshop Details

Half-Day Workshop
\$40 per participant



Workshop Topics

- Effective Interview Skills
- Introductions & Greetings
- Business Attire
- Business Dining
- Presentation Skills
- Planning & Attending Business Meeting
- Office Etiquette
- Email & Cell Phone Etiquette
- IPOD Etiquette

Belle Etiquette & Charm

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Call today to schedule a Workshop
for your office

