

Business Etiquette

- Set of rules/regulations in business practices
- The importance of proper business attire.
- Proper business attire for women.
- Proper business attire for men.
- What exactly is “Business Casual”?
- Proper business introductions and making a great first impression.
- The proper handshake. Social and business introductions.
- Business cards and introductions. Etiquette status cards skill practice activity.
- Business Dining/meeting/formal & informal Etiquette
- Telephone Etiquette