



Business Etiquette

Course objectives

Successful completion of this course will increase your knowledge and ability to:

- ✓ Use basic courtesy and manners
- ✓ Practice common business etiquette to build and maintain relationships
- ✓ Implement practices for respecting yourself
- ✓ Be resilient in difficult situations
- ✓ Interact in a respectful manner with coworkers and subordinates
- ✓ Interact respectfully with individuals with disabilities
- ✓ Establish positive human connections
- ✓ Maintain relationships with strong communication skills
- ✓ Use technology effectively
- ✓ Incorporate the traits of successful and respected managers into daily routines
- ✓ Balance work and personal life appropriately