

Business Essentials

60 – 90 minute interactive presentation

Master the art of business etiquette!
Participants will learn proper etiquette and business protocol. Choose from topics below and create a program or interactive workshop to fit your business needs.



- Etiquette, what is it?
- Networking
- Business introductions
- The business card
- Body language
- The art of conversation
- Telephone etiquette
- E-mail protocol
- The power handshake
- Listening tips
- Gender differences
- Generational differences
- Common workplace manners
- The business lunch

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Preparing individuals with business skills and social graces ...When Manners Matter