



Training Academy

INTRODUCTION TO WORKPLACE ETIQUETTE

COURSE DURATION

Half a day

NUMBER OF DELEGATES

The recommended number of participants is:

Face to face 6 - 8
Virtual 4 - 8

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COURSE OVERVIEW

To enable those new to the workplace, to understand the differences between being in education and being in the workplace.

OBJECTIVES

Having attended this event, you will be better able to:

- **Dos and don'ts of e-mail:**
 - Addressing the e-mail
 - Signing off the e-mail
 - Language
 - Spelling
 - Out of office
 - Top 10 tips
- **The differences between various dress codes:**
 - Smart Casual
 - Business Casual
 - Office wear
- **Behaviour in the workplace:**
 - Attendance
 - Lateness
 - Office 'banter'
- **Managing your time:**
 - Your own preference style
 - Distinguish between urgent and important
 - Use outlook to flag e-mails and prioritise tasks

WHO SHOULD ATTEND?

This course is designed for anyone that is new to the workplace and needs help with the transition.

COURSE STYLE

This workshop is a mixture of theory and interactive activities to look at how we communicate.