

Business etiquette is the set of written and unwritten rules of conduct that make social interactions run more smoothly. It is about building relationships with other people, by acting in an appropriate, respectful and considerate way in the workplace.

Delegates will have a better understanding of:

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Individuals and teams who would like to learn more about professional workplace behaviour, creating a positive work environment, dressing appropriately, email and telephone etiquette, dealing with diversity, creating a positive office environment and representing the brand of the organisation in a professional manner.

1 day

R 1,100(VAT Incl)

R 750 (WHC Divisions)

1st Floor Training Room, Wits Health Consortium (Pty) Ltd

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Special requests will be considered, subject to viability.

Please contact Melody Maddocks or Janine Roper.

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