Emily Post's Guide to Business Etiquette for the 21st Century

Description: In a world of texts, tweets, “cube farms” and Casual Fridays, have manners gone the way of the dodo? An AP/Ipsos poll says that 69% find people ruder than a generation ago. But rudeness isn't just bad form: it's bad business.

The truth is, multimillion-dollar deals (and people's jobs) can be lost as a result of poor etiquette. In today's competitive climate, knowing how to act - and how not to - can spell the difference between success and failure.

That's why we have teamed up with the famed Emily Post Institute to present an interactive audio recording on this important topic. Introducing Emily Post's Guide to Business Etiquette for the 21st Century.

Business etiquette expert (and Emily's great-great-granddaughter) Anna Post will present a fast-paced, informative guide to how manners (good AND bad) can impact morale, staff turnover, and your bottom line. Join us to discover:

- 7 guides to modern office manners
- Appearance counts: the proper way to look, sound, and even smell
- Ways your office or cubicle can project a professional image
- 4 non-verbal indicators of good business manners
- E-mail etiquette
- Cell phone and smart phone etiquette
- When to NEVER use IM or e-mail
- Social networking etiquette
- And more

Who Should Attend:

- HR professionals
- Supervisors and managers
- Executives
- Office managers
- Business owners

Since this is a recording, you and your entire staff can attend in the comfort of your office or conference room for one low price. You may include as many people as you wish while listening on a single phone line.

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