

OFFICE ETIQUETTE 101

Etiquette in the workplace is important because it can establish respect amongst colleagues.

When you utilize proper manners, you nurture a collaborative environment. As a result, each team member can feel heard, understood, and integral to fulfilling the company's goals.

Get information on topics like these:

- **Workplace Etiquette Rules**
- **Dos and Don'ts of the workplace**
- **Tips for Proper Etiquette**
- **Virtual Office Etiquette**

WORKPLACE ETIQUETTE

SEPTEMBER 8th
9:00 AM - 10:30 AM EST

Let us help you understand office etiquette and how to be successful in any workplace.

**To register, visit www.worksourcecobb.org
770-528-4300 * information@cobbworks.org**

**Join us in-person
or on Zoom**

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