



### Workplace Etiquette

#### General Conduct

<b>Respectful Communication:</b> Use polite and respectful language in all interactions, both verbal and written.
<b>Professional Demeanor:</b> Maintain a positive and professional attitude, even during challenging situations.
<b>Punctuality:</b> Arrive on time for meetings, appointments, and work in general.
<b>Confidentiality:</b> Respect the confidentiality of sensitive information and discussions.
<b>Cleanliness:</b> Keep your workspace tidy and organized.
<b>Mindful of Others:</b> Be considerate of colleagues' space and needs.

#### Office Interactions

<b>Introductions</b>	Introduce people by stating the higher-ranking person's name first (e.g., 'Mr. Smith, this is Ms. Jones').
<b>Addressing Colleagues</b>	Use formal titles (Mr., Ms., Dr.) until invited to use first names.
<b>Personal Space</b>	Respect personal boundaries; avoid standing too close or touching without permission.
<b>Phone Etiquette</b>	Answer promptly, speak clearly, and end calls politely.
<b>Email Etiquette</b>	Use a professional tone, proper grammar, and proofread before sending.
<b>Cubicle/Office Visits</b>	Knock before entering a closed office or cubicle.

#### Digital Communication

<b>Email Subject Lines:</b> Use clear and concise subject lines.
<b>Professional Tone:</b> Maintain a professional tone in all digital communication.
<b>Grammar and Spelling:</b> Ensure proper grammar and spelling in emails and messages.
<b>Response Time:</b> Respond to emails and messages in a timely manner.
<b>Avoid Slang:</b> Refrain from using slang or abbreviations in professional communication.

### Meeting Etiquette

#### Before the Meeting

<b>Preparation:</b> Review the agenda and prepare any necessary materials.
<b>Punctuality:</b> Arrive on time, or even a few minutes early, to set up.
<b>RSVP:</b> Respond to meeting invitations promptly.
<b>Technical Setup:</b> Test any required technology (projectors, video conferencing) in advance.

#### During the Meeting

<b>Active Listening</b>	Pay attention to the speaker and avoid interrupting.
<b>Respectful Participation</b>	Contribute relevant ideas and opinions in a respectful manner.
<b>Stay Focused</b>	Avoid distractions like checking your phone or working on other tasks.
<b>Concise Communication</b>	Be clear and concise when speaking; avoid rambling.
<b>Professional Language</b>	Use appropriate language and avoid gossip or negativity.

#### After the Meeting

<b>Follow-Up:</b> Send a thank-you email to the organizer and any key participants.
<b>Action Items:</b> Complete any assigned tasks or action items promptly.
<b>Distribute Notes:</b> Share meeting notes or summaries with attendees, if appropriate.

### Dining Etiquette

#### Table Manners

<b>Napkin Usage:</b> Place your napkin on your lap as soon as you are seated.
<b>Utensil Usage:</b> Start with the outermost utensils and work your way in with each course.
<b>Eating Pace:</b> Eat at a moderate pace, matching the speed of your dining companions.
<b>Chewing:</b> Chew with your mouth closed and avoid talking with food in your mouth.
<b>Reaching:</b> Avoid reaching across the table; ask someone to pass the item you need.
<b>Conversation:</b> Engage in polite and appropriate conversation.
<b>Thanking the Host:</b> Express gratitude to the host for the meal.

#### Ordering and Payment

<b>Ordering</b>	Follow the host's lead when ordering. If they suggest a price range, stay within it.
<b>Dietary Restrictions</b>	Inform the host or server about any dietary restrictions discreetly.
<b>Alcohol Consumption</b>	Drink in moderation and avoid excessive alcohol consumption.
<b>Payment</b>	If you are the host, be prepared to pay the bill. If not, offer to contribute or leave a generous tip.

### Networking Events

#### Making Connections

<b>Approachability:</b> Be approachable with open body language and a friendly demeanor.
<b>Introductions:</b> Introduce yourself with confidence and a brief explanation of your role or company.
<b>Active Listening:</b> Listen attentively when others are speaking and ask relevant follow-up questions.
<b>Business Cards:</b> Have business cards readily available and exchange them with new contacts.
<b>Follow-Up:</b> Send a personalized follow-up email or message to new contacts after the event.

#### Conversation Skills

<b>Engaging Topics</b>	Prepare a few conversation starters related to the event or industry.
<b>Balanced Dialogue</b>	Strive for a balanced conversation, where you both speak and listen.
<b>Positive Attitude</b>	Maintain a positive and upbeat attitude during conversations.
<b>Avoid Controversial Topics</b>	Steer clear of controversial or sensitive topics like politics or religion.
<b>Remember Names</b>	Make an effort to remember people's names and use them during conversations.