Hand in through Moodle drop box, due date listed on Moodle.

If you were the Boss:

1. You have just hired a new employee who clearly has no concept of business etiquette. What 3 specific steps would you take to teach your new employee how to behave professionally?
   1. Offer training in professional conduct.
   2. Point to examples in the work place of professional conduct.
   3. Show specific examples that can be improved on.