

# Office Etiquette



# Program Objectives (1 of 3)

- ✦ Understand why office etiquette is important.
- ✦ How you should use your cell phone, telephone, e-mail and twitter at work.
- ✦ How to behave at office parties and business meals.
- ✦ Learn important eating and bathroom etiquette.

# Program Objectives (2 of 3)

- ✦ Explore the different office attire standards.
- ✦ Learn what is important when working in open and partitioned workplaces/offices.
- ✦ Identify the challenges when you bring your dog into the office or you become a mom.

# Program Objectives (3 of 3)

- ✦ Follow gift-giving guidelines for the office and sending business greeting cards.
- ✦ Explore important teleclass etiquette.

# Definition

- ✦ Etiquette is a code of behavior that delineates expectations for social behavior according to contemporary conventional norms within a society, social class, or group.

# Why Office Etiquette? (1 of 5)

- ✦ Etiquette refers to the conventional requirements of social behavior.
- ✦ More simply, it means knowing how to act.
- ✦ Different situations require different types of etiquette.
- ✦ Office behavior is important if you want to set a good example.

# Why Office Etiquette? (3 of 5)

- ✦ A recent office etiquette survey among \$100k+ jobs shows that:
  - cursing in the workplace is the number one breach of office etiquette that can get you fired.

# Why Office Etiquette? (5 of 5)

## ✦ Five worst breaches of office etiquette:

- Eating someone else's food from the fridge.
- Bad hygiene.
- Bad habits.
- Drinking on the job.
- Wastefulness with paper.





# Don't Bring it into the Restroom

- ✦ You never know who's in there.
- ✦ The person on the other end of the line will hear bathroom sounds, e.g., toilets flushing.
- ✦ It is an invasion of your co-workers' privacy.

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# What Is In a Name? (1 of 3)

- ✦ What is your email address?
- ✦ What does it say about you?
- ✦ Are you a [sexymom@isp.com](mailto:sexymom@isp.com)?
- ✦ What do you want people think about you?
- ✦ Think of getting a formal address.
- ✦ Your first initial and last name would be good.

# Top Rules for Using Cell Phones at Work



# Top Rules for Using Cell Phones at Work

- ✦ Having your cell phone at work can be useful and also be very disruptive.
- ✦ When it comes to using your cell phone at work, you have to be mindful of your co-workers and your boss, not to mention your own ability to get your job done.

# Keep it Silent

- ✦ If you have your cell phone at work, it should not ring.
- ✦ If you don't want to turn off your cell phone completely, at least set it to vibrate.
- ✦ The sounds of different ring tones going off all the time can be very annoying to others.



# Download "Office Etiquette"

## PowerPoint Presentation

### at ReadySetPresent.com

**206 slides include:** 20 points on office etiquette, 5 rules for using your cell phone at work, 6 points on important calls, 5 points on finding a private place, 7 points on where to not bring your cell phone, 13 points on the importance of email etiquette, 8 points on minding your manners in emails, 15 points on tone, 5 points on being concise, 8 points on not abbreviating, 15 points on what's in a name, 10 points on spelling and grammar, 10 points on attachments, 5 points on making a good first impression, 26 points on 9 top office party don'ts, 4 points on keeping it simple for eating etiquette at work, 4 points on customers and your phone, 6 points on watching your timing, 4 points on considering your colleagues, 9 points on office bathroom etiquette, 8 points on office attire, 10 points on casual attire, 11 points on smart casual, 12 points on formal professional business attire, 18 points on showing consideration in open and partitioned workplaces, 6 points on smells, 7 points on tact and diplomacy, 8 points on dog-proofing, 5 points on dog manners, 6 points on harmony, 10 points on coming prepared, 8 points on expecting the unexpected, 6 points on taking out the trash, 5 points on ten-minute breaks, 4 tips for new moms and moms-to-be, 9 points on telling the boss, 12 points on morning sickness, 8 points on when to tell your co-workers, 7 points on gift-giving between colleagues, 9 guidelines for gift-giving, 11 points on giving gifts to your boss, 10 points on giving gifts to employees, 28 points on answering calls, 11 points on making calls, 5 points on reconsidering the running commentary on Twitter, 4 points on understanding @ replies, 4 points on going easy on the acronyms, 5 points on not worrying about followers, 6 points on re-tweeting properly, 22 tips on sending business greeting cards, 5 points on signing, 12 teleclass etiquette tips, 6 points on introducing yourself, 9 points on using mute and minimizing background noise, 26 basic etiquette tips for business meals, 15 points on office etiquette for recent grads, 4 points on college being over, 8 points on watching your language, and finally 16 action steps.

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