



-YOUNG ENTREPRENEUR HOSTING ACADEMY-



Pre-training Exercise

1. Find a policy that an organization uses to stipulate dress code. Read through the policy and make notes of the following:
 - What the dress code is
 - What the consequences are for not adhering to the dress code.
2. Also find a Company Code of Good Conduct and make notes of the following:
 - How does the company expect its employees to behave in the workplace
 - Towards each other
 - Towards customers
 - Towards management
 - What steps will the organisation take if the code is not adhered to?
3. Analyse one fellow worker in your department and compare his/her behaviour to the code of conduct:
 - How does this person communicate and behave towards his/her peers?
 - How does this person communicate and behave towards customers?
 - How does this person communicate and behave towards management?
4. Observe an employee of a different department and compare his/her behaviour to the code of conduct
 - How does this person communicate and behave towards his/her peers?
 - How does this person communicate and behave towards customers?
 - How does this person communicate and behave towards management?

