



# Business Etiquette for Job Seekers

Monday,  
June 10th, 2024  
10:45 am – 12:00 pm

## Speaker:

Jan Goodman,  
Community Outreach  
Specialist/  
Career Coach  
Greater Raritan  
One Stop  
Career Training  
Services Center

Learn how to make your first impression memorable. Do you know all the rules and protocols for proper and polite job-hunting behavior? Go the extra mile to show employers you are the right fit. Job Fair etiquette will also be covered.

The art of portraying a poised, self-confident image in today's demanding business atmosphere is a skill that is much too often overlooked by many professionals, but not by those observing and making critical judgments based upon the person's communication. Many people have adopted relaxed standards that are not appropriate in business and interview settings.

### *In this workshop you will gain skills in the following areas:*

- Six ways to sabotage positive first impressions
- How to deal with feelings of powerlessness and helplessness
- Practice business etiquette to build and maintain relationships
- Learn valuable techniques to deal with difficult situations
- Deliver your message: verbal, non-verbal and written in a positive way
- Learn proper introductions and professional presence
- Proper Grooming and appearances matter
- Netiquette; Emails, Faxes, Conference Calls, Mobile Phones, the new electronic protocols and manners
- Job Fair Etiquette

Join the Zoom video meeting by clicking the link below and registering.

<https://bit.ly/3QfDWBu>

Meeting ID: 525-652-585 To join by phone, dial: 646-558-8656

*This program is in collaboration with the Greater Raritan One Stop Training Center and the PSGCNJ (Professional Service Group of Central NJ).*

