

## BUSINESS AND OFFICE ETIQUETTE WORKSHOP

THIS IS FOR YOU IF:

- ⇒ YOU ARE NEW TO THE WORKING WORLD.
- ⇒ YOU ARE NEW TO THE COMPANY.
- ⇒ YOU WANT TO MOVE UP FAST.
- ⇒ YOU ARE NEW TO THE JOB .

AUGUST 24, 2013

9.00 AM TO 12.30 PM

MURPHY CLARKE BUILDING  
14 ALCAZAR STREET  
ST CLAIR

COST: \$450

EARLY BIRD SPECIAL

GROUP DISCOUNTS

SEATS ARE LIMITED BOOK EARLY

CALL 868 362 6265/620 8077

Email: seminarbookings13@gmail.com

### FACILITATORS:

JILL PADMORE—BUSINESS DEVELOPMENT COORDINATOR AND IMAGE CONSULTANT AND JOSEPHINE HAREWOOD—BUSINESS CONSULTANT, LIFE COACH AND CO-AUTHOR WITH SOME OF NEW YORK TIMES BEST SELLERS FOR THE SOON TO BE RELEASED BOOK—'101 WAYS TO COMPETE IN TODAY'S JOB MARKET'



***You've got the job.  
Now what?  
Keep your job  
by attending this  
workshop.  
Call now:  
868 362 6265/620 8077***

***I've got the job  
now what???***



## WHAT YOU MUST KNOW:

- \* **Business and Office Etiquette to help you quickly embrace the new work culture.**
- \* **What's the big deal about etiquette and what it means for you.**
- \* **How to communicate with different types of people on the job?**
- \* **How to handle business meetings?**
- \* **How to handle lunch meetings.**
- \* **The most dangerous thing about 'Reply All.'**
- \* **Do's and Don'ts of the use of Email and Cell Phones on the job.**
- \* **14 Things about the job you can't overlook.**
- \* **And much more**

**For details on how to register, visit our workshop information page at :**

**<http://joseylifeline.com/registration.html>**