

Workplace Etiquette

General Conduct

Respectful Communication: Use polite and respectful language in all interactions, both verbal and written.
Professional Demeanor: Maintain a positive and professional attitude, even during challenging situations.
Punctuality: Arrive on time for meetings, appointments, and work in general.
Confidentiality: Respect the confidentiality of sensitive information and discussions.
Cleanliness: Keep your workspace tidy and organized.
Mindful of Others: Be considerate of colleagues' space and needs.

Office Interactions

Introductions	Introduce people by stating the higher-ranking person's name first (e.g., 'Mr. Smith, this is Ms. Jones').
Addressing Colleagues	Use formal titles (Mr., Ms., Dr.) until invited to use first names.
Personal Space	Respect personal boundaries; avoid standing too close or touching without permission.
Phone Etiquette	Answer promptly, speak clearly, and end calls politely.
Email Etiquette	Use a professional tone, proper grammar, and proofread before sending.
Cubicle/Office Visits	Knock before entering a closed office or cubicle.

Digital Communication

Email Subject Lines: Use clear and concise subject lines.
Professional Tone: Maintain a professional tone in all digital communication.
Grammar and Spelling: Ensure proper grammar and spelling in emails and messages.
Response Time: Respond to emails and messages in a timely manner.
Avoid Slang: Refrain from using slang or abbreviations in professional communication.

Meeting Etiquette

Before the Meeting

Preparation: Review the agenda and prepare any necessary materials.
Punctuality: Arrive on time, or even a few minutes early, to set up.
RSVP: Respond to meeting invitations promptly.
Technical Setup: Test any required technology (projectors, video conferencing) in advance.

During the Meeting

Active Listening	Pay attention to the speaker and avoid interrupting.
Respectful Participation	Contribute relevant ideas and opinions in a respectful manner.
Stay Focused	Avoid distractions like checking your phone or working on other tasks.
Concise Communication	Be clear and concise when speaking; avoid rambling.
Professional Language	Use appropriate language and avoid gossip or negativity.

After the Meeting

Follow-Up: Send a thank-you email to the organizer and any key participants.
Action Items: Complete any assigned tasks or action items promptly.
Distribute Notes: Share meeting notes or summaries with attendees, if appropriate.

Dining Etiquette

Table Manners

Napkin Usage: Place your napkin on your lap as soon as you are seated.
Utensil Usage: Start with the outermost utensils and work your way in with each course.
Eating Pace: Eat at a moderate pace, matching the speed of your dining companions.
Chewing: Chew with your mouth closed and avoid talking with food in your mouth.
Reaching: Avoid reaching across the table; ask someone to pass the item you need.
Conversation: Engage in polite and appropriate conversation.
Thanking the Host: Express gratitude to the host for the meal.

Ordering and Payment

Ordering	Follow the host's lead when ordering. If they suggest a price range, stay within it.
Dietary Restrictions	Inform the host or server about any dietary restrictions discreetly.
Alcohol Consumption	Drink in moderation and avoid excessive alcohol consumption.
Payment	If you are the host, be prepared to pay the bill. If not, offer to contribute or leave a generous tip.

Networking Events

Making Connections

Approachability: Be approachable with open body language and a friendly demeanor.
Introductions: Introduce yourself with confidence and a brief explanation of your role or company.
Active Listening: Listen attentively when others are speaking and ask relevant follow-up questions.
Business Cards: Have business cards readily available and exchange them with new contacts.
Follow-Up: Send a personalized follow-up email or message to new contacts after the event.

Conversation Skills

Engaging Topics	Prepare a few conversation starters related to the event or industry.
Balanced Dialogue	Strive for a balanced conversation, where you both speak and listen.
Positive Attitude	Maintain a positive and upbeat attitude during conversations.
Avoid Controversial Topics	Steer clear of controversial or sensitive topics like politics or religion.
Remember Names	Make an effort to remember people's names and use them during conversations.