



Workplace Etiquette: Why Being Polite Counts on the Job

Product Id (062629)

🕒 51m 49s | 📁 Personal Productivity | 📦 1 module(s) | 📶 All

A polite, professional manner is a key component to one’s success, and the Golden Rule of treating others as one would like to be treated pays big dividends in the business world. In short, workplace etiquette translates into workplace productivity. The good news is that people skills can be learned. Equipping job-seekers with basic rules of workplace etiquette will help them feel more relaxed and confident. Encouraging job-seekers to adopt a courteous mindset will carry over into every aspect of their career and will greatly boost their chance of success. The Workplace Etiquette: Why Being Polite Counts on the Job course teaches viewers what employers expect in terms of professional and respectful behavior. Humorous scenarios highlight different areas where workplace etiquette is a must—appearance, punctuality, communication, respecting privacy and boundaries, gossip, proper use of time at work, conflict management, and responding to criticism.

Course content

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Our Why

It’s all about the “Why”. At LearnKey that is Improving Employability Every Day. How we do that is through in-demand workforce solutions including career certification programs &

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