

# Netiquette – Email, Laptop And IM Chat Manners

## Overview:

It is important that whether for business or personal use that you follow the basics of email etiquette. This module covers for you the top tips for email etiquette that everyone needs to be aware of and follow. By doing so you will be a joy to communicate with while being perceived as a caring and intelligent human being.

Follow some simple rules of etiquette concerning laptop and BlackBerry use to avoid being disruptive during a meeting.

The objective of this workshop is to augment this skill for the participants to international standards and therefore generate higher confidence to improve their present and future work situations.



## Course Outline:

- Emails and net etiquette
- Laptop, IM and blackberry manners during meetings

## Methodology:

- Practical
- Role Plays and live excercises
- Group activity

## Duration:

Two-hours

## Ideal batch size:

20 Participants