



# Business Etiquette for Job Seekers

Wednesday,  
March 9th, 2022  
10:00 am – 12:00 pm

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

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

***Please note this is a virtual workshop via Zoom. Registration is required.***

To register go to <https://sclsnj.org/>  
Click on Programs & Events  
Click on Adults and go to March 9th on the calendar to register.

*This program is in collaboration with The Greater Raritan One-Stop Training Center and the Somerset County Library System (SCLS).*



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