

Virtual Workshop Invitation



Business Etiquette for Job Seekers

**Wednesday
June 18, 2025
10 a.m. – 12 p.m.**

Speaker:

Jan Goodman,
Certified Workforce
Development
Professional
**Greater Raritan
One-Stop Career
Training Services
Center**

Do you know all the rules and protocols for proper and effective job-hunting behavior? During an upcoming virtual workshop, learn how you make your first impression memorable, to show employers you are the right fit. Job Fair etiquette will also be covered during this special event.

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,
- Practice business etiquette to build and maintain relationships
- 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, conference calls, mobile phones, electronic protocols and more

Registration is required for this virtual workshop.

To register, use the QR code or go to <https://bit.ly/3S00wSu>.

An email confirmation will be sent upon registration completion.



This workshop is being presented in conjunction with the **Greater Raritan One-Stop Hospitality and Retail Recruitment Event** being conducted from 10 a.m. to 12 p.m. Thursday, June 26, 2025, at the Somerset County Human Services Building, 27 Warren St., Somerville.

For more information on this Recruitment Event, **please click here.**