



Business Etiquette for Small Businesses

**Sunday, March 11, 1:30-3 pm
Meeting Room 3**

Learn skills that are useful in maintaining and growing your business.

Catherine Holloway from Etiquette Consulting Services will cover the following topics:

- Overview of Business Etiquette
- Effective Self-Introductions and Networking
- Lunch Meetings
- E Etiquette: Emails, Social Media and Mobile Phones
- Conversation Skills
- Overview of Dining Etiquette and Table Manners
- Dining Do's and Don'ts

Register with the Business & Government Division, 330-643-9020.

Business Etiquette 101 - Information for Your Professional Career

**Wednesday, March 14, 6-7:30 pm
Meeting Room 3**

Invest in yourself and learn skills that benefit you whether you are beginning your professional career or are looking to advance.

Catherine Holloway from Etiquette Consulting Services will cover the following topics:

- Overview of Business Etiquette
- Effective Self-Introductions and Networking
- Lunch Meetings
- E Etiquette: Emails, Social Media and Mobile Phones
- Conversation Skills and Thank You Notes
- Overview of Dining Etiquette and Table Manners
- Dining Do's and Don'ts

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 **Akron-Summit County
Public Library**

330-643-9020

**Business & Government Division
60 S. High Street, Akron, OH 44326
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