

Etiquette Tips From Our Inaugural Workplace Perspective Podcast...

Show Consideration:

- Be prepared.
- Be punctual.
- Turn off or silence cellphones and other electronic devices.

Show Respect:

- Participate with interest.
- Don't sit at the head or the end of a conference table unless you're the one leading the meeting.
- Respond to meeting requests; even if a response is not required.

Show Honesty:

- Treat the meeting as "job time."
- Voice concerns about time management and meeting value after (not during) the meeting.
- Follow through on assignments given or tasks for which you volunteered.

Taking to heart any one of these tips will help you not only build a positive personal brand but will also help in building and maintaining those all important business relationships!



SAFFIRE LEGAL, PC was founded by Southern California attorney Teresa A. McQueen, who after years of litigating civil rights based employment law disputes and providing general counsel services to employers saw the need for a different type of employment law firm, one free from the partisan obligations of litigation representation. SAFFIRE LEGAL uses a deep knowledgebase to provide education, training, and sound legal advice for the employee AND employer, fostering sound workplace environments.

Why Business Etiquette Training?

Perception can make or break a career, a business venture, a client relationship, or a major deal. How your organization and the individuals who represent it present themselves--in person, print, or electronically--speaks volumes about your organization and its place in the business world.

Our Business Etiquette trainings are designed to provide your workforce with the skills and training necessary to set your brand apart. Organizations that place a high value on engendering a considerate, respectful and honest work environment set themselves apart, lowering risk of litigation and improving overall brand perception.

For more information on our Business Etiquette Trainings, please download our brochure at www.saffirelegal.com.