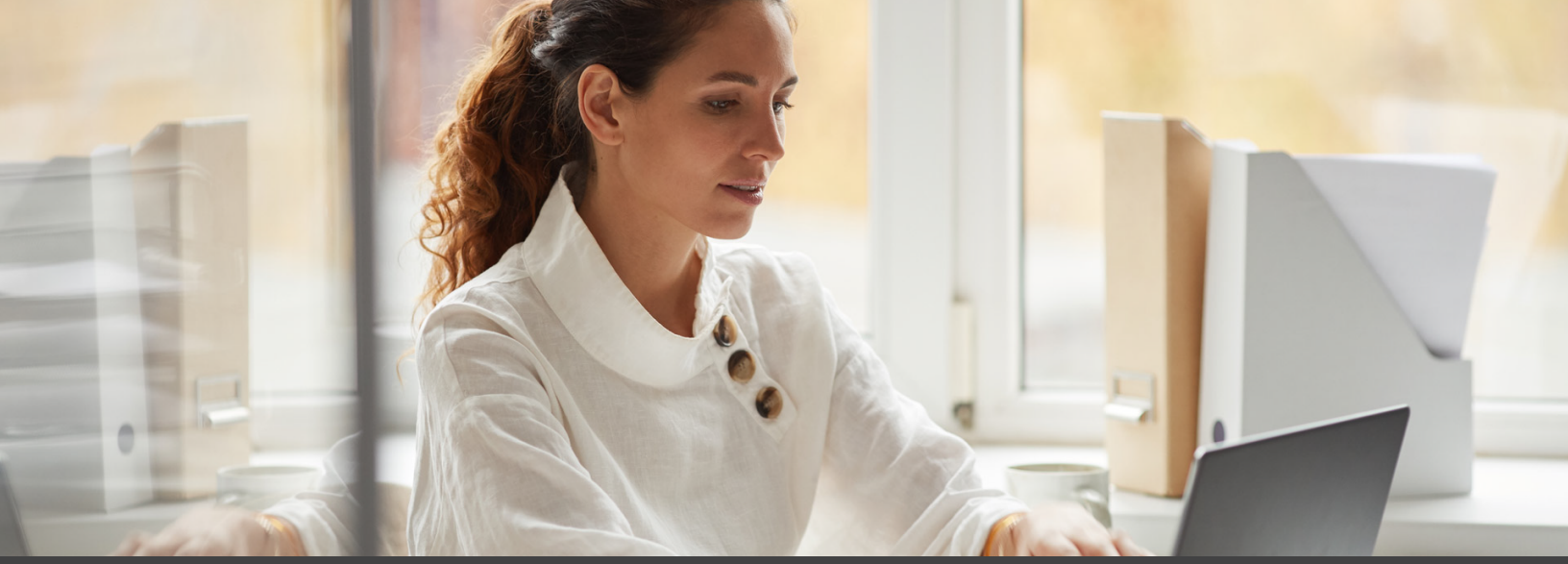


Business Email Etiquette

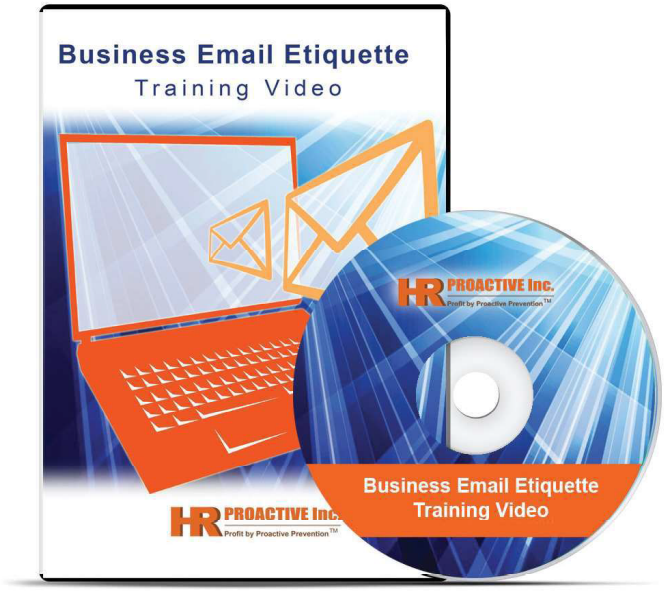
Provide clear guidelines for your workers on appropriate use of email in the workplace.

www.BusinessEmailEtiquetteVideo.ca

HR Proactive's Business Email Etiquette Video DVD Program offers basic rules and best practices for using email as an effective and efficient communication tool in the workplace. This video describes the benefits and pitfalls of email and includes examples of inappropriate use of email. We also provide you with helpful tips and reminders for managing emails.

Business Email Etiquette Video DVD Kit Includes:

- 20-minute Video DVD
- 10 Tip Document (Word Format)
- Certificate of Completion Template
- Scheduling Sheet to Track Your Learners
- Quiz and Quiz Key
- Closed Captioning



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