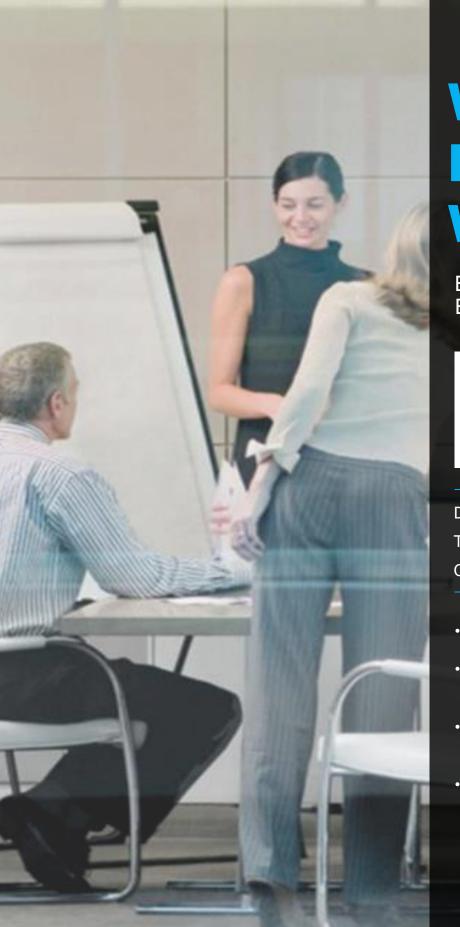


## 香港浸會大學持續教育學院 SCHOOL OF CONTINUING EDUCATION HONG KONG BAPTIST UNIVERSITY





## Workplace **Etiquette** Workshop

By Careers and **Employability Centre** 



Date	:	20 Mar 2020 (Fri)
Time	:	16:00 - 17:30
Channel	:	Zoom

- Make a great first impression
- Build up a good image with proper business attire
- Equip with essential office etiquette
  - Be familiar with email and telephone manner in workplace

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C-e-C Careers and Employability Centre

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