



Business Email Etiquette

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

www.BusinessEmailEtiquetteVideo.com

HR Proactive's Business Email Etiquette Video DVD Program is an easy tool to help employers meet their obligation to provide best practices for the use of email as an efficient communication tool in the workplace. This video examines what is and is not appropriate business behavior for using email effectively and the steps for addressing issues that arise when sending emails. Lastly, we will provide you with some helpful tips for using and 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

\$199.99
plus shipping and taxes

