Business Etiquette WORKSHOP

Thursday, Jan. 9, 2020 • 1 - 3:30 p.m.
Detroit Operations Service Center
Fisher Conference Room
1060 W. Fort St., Detroit, MI

REGISTRATION DEADLINE IS FRIDAY, JANUARY 3

Detroit Operations and Service Center
1060 W. Fort St.
Detroit, MI 48226

For registration information contact
Kathleen Jones
Phone: 313-965-2350
Fax: 313-965-2383
E-mail: JonesK49@Michigan.gov

(Submit a copy for each attendee)

Don’t forget to register!

Training will cover:

- Business cards and web-pages, what should be provided and when
- Emailing & Social Media do's and don'ts
- How long should your elevator pitch be and what should be included
- Protocols when attending social events
- Plus more

Company Name: ________________________________
Participant Name: ______________________________
Address: ______________________________________
City: ___________________ State: _______ Zip: _______
Business Phone: _______________ Fax: _______________
E-mail Address: _________________________________