



**Online
Course!**

EMAIL ETIQUETTE EVERY PROFESSIONAL SHOULD KNOW

The Do's and Don'ts of Email Etiquette in the Workplace.

Email is one of the main sources of miscommunication in the workplace. Regardless of the problem, an understanding of and adherence to good email etiquette can reduce or eliminate most issues related to digital communication. This live interactive online course covers writing professional and courteous email correspondence best practices.



C.L. Russell Group, LLC
*Designing **Training** with your Industry in Mind*

Delivery Method: *Live* Online
Course Length: 90 minutes

Course objectives for participants:

- Establish the role of email in the workplace.
- Adhere to email etiquette best practices.
- Distinguish email communication for all levels.
- Implement strategies for managing your inbox.

1- 800 - LET- CLRG TRAIN YOU!

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