

DealWithIt.

Basic Etiquette & Decorum Card Sample

Issues

Introductions.

When you shake someone's hand during an introduction what else should you do?

Sample Game Cards

(Shown smaller than the Actual 3 1/8" by 2 1/4" size)

Basic Phone Skills.

If you need to make a business call, what is the first thing you say after a person answers the phone?

Communicating with Supervisors.

You have a problem to discuss with your supervisor, who is extremely busy trying to meet a deadline. What do you do?

Due Respect to Authority.

You know of a supervisor that everyone else calls by her first name, Sue. When you were hired you were informed that she was Ms. Davis. If you need to speak to her, how will you address her?

Harassment Basics.

What is the difference between a little flirtation and sexual harassment?

Common Courtesies.

You need to interrupt a co-worker who is speaking with a customer. What do you say and do?

Clothing Standards.

Does your company have an official or an unofficial dress code? What is the advantage of it?

Grooming.

If a person is going to wear a perfume or a cologne, how would you describe the best way to choose and wear it?