

The Office of Career & Internship Services

"Your Portal To Career Success"

PRESENTS

"BUSINESS ETIQUETTE - HOW TO MAKE A GOOD IMPRESSION"



What can you do to create a good first impression? What are the unspoken rules when attending meetings, business lunches, conferences, and office parties?

Do you want to get ahead professionally? Then you must know the little office nuances that can make or break you and help you advance or remain stagnant.

Come attend this highly engaging and entertaining workshop!



WHEN: Tuesday, February 15, 2011

TIME: 11:00 am-12:00 Noon

ROOM: Kaplan Building—Room 210

WHERE:

SUNY Orange
Orange County Community College
NEWBURGH CAMPUS
5 Washington Center
Newburgh, NY 12550

All workshops are open to students, alumni and community members at no charge

FOR ADDITIONAL INFORMATION: please call (845) 341-4444 or visit our website at
www.sunyorange.edu