

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

March 16, 2010

TIME: 11:00 am-12:00 Noon

ROOM: Tower Building—Room #209

WHERE:

SUNY Orange

Newburgh Campus, Tower Building

1 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