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# Email Etiquette Training



5808 8521



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1.0 DAY COURSE

In this age of technology, email is the preferred and often most efficient form of communication, yet many organizations overlook this very important form of business communication.

This Email Etiquette training course from PD Training, provides participants with the skills and techniques necessary for managing emails and writing professionally with effective email structures.

This exciting training course is available now throughout Hong Kong, including Central.

This Email Etiquette Training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

## What You'll Gain:

A new international workplace survey (2007) has found that 83% of Australians use email, Internet, or both while at work and most are convinced it makes them more productive.

The survey by global recruitment agency, Kelly Services, found that the use of online communications has extended across most of the workforce with only 9% using neither email nor Internet. Both men and women were equally enthusiastic users of email and the Internet and those in the 25-54 year old age bracket were intensive users.

The survey highlights the pervasive use of online tools in the workplace and there is little doubt that online technologies have transformed the way business operates. With this growing trend in modern business communication within Australia, the explosion of unnecessary and time-wasting emails was one of the biggest sources of complaint. Some 35% of workers said they received high levels of emails that were either time wasting or unnecessary. This evidently points to the volume of emails that are directed to people without a clear purpose.

There was widespread acceptance that the technology has a positive impact on the quality of work. However, like any tool, it is important that managers take time to provide the training and support to enable staff to effectively integrate online tools into their daily work routine, and gain maximum benefit.



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In an increasingly knowledge-based economy, it is critical that information is widely accessible and able to be utilized effectively in the workplace. It is also vital that organizations develop policies to guide employees on the correct use of online communications. These should cover issues such as privacy, personal use, monitoring, downloading of content, access by third parties and illegal use of the Internet.



## Outcomes

- Develop a heightened awareness of the potential perils of digital communication
  - Master effective email structures to achieve clarity and successful communication
  - Learn to write for the reader, starting with effective subject lines
  - Make the most of 'email estate'
  - Carefully consider the email recipients
  - Learn to work within principles or 'rules of thumb' to ensure professional, clear & effective emails
  - Perfect grammar because it matters
  - Format messages for readability
  - Learn to write professionally and brand Broadcast emails
  - Learn to avoid senders regret by proof reading
  - Understand 'netiquette'
  - Master the inbox using some core principles and email functions
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## Modules

### Lesson 1: Introduction

- Evaluate your Email usage
- Workshop Objectives

### Lesson 2: Introduction to Email Etiquette

- Email is never secure
- Big brother may be reading over your electronic shoulder
- Productivity is lost when cyber-slackers log on
- Email misuse and abuse may get you fired
- Email can be embarrassing
- Email abuse impacts revenues and also reputations
- Email is easily misinterpreted

### Lesson 3: Create Structure for Success

- Forward-To-CC-BCC
- Urgent
- ! High Importance Low Importance
- Subject
- Salutation

### Lesson 4: Rules of Thumb

- Effective Subject lines: Tell me up front what you want from me
- 1 page view only
- Average 15 words per sentence



- Introduction – Body – Conclusion
- Signature
- Draft
- Time Delays

- As short as possible – no extra words
- 2 – 3 lines per paragraph

#### **Lesson 5: Grammar Perfect**

- Using spellchecker
- Check for simple sentences
- Use the Active Voice
- Use of punctuation
- Use of emoticons
- Use of text talk

#### **Lesson 6: Formatting your Email Message**

- Email Style
- Writing the Email
- Selecting your format settings
- Choose the Right Font
- Select Appropriate Colors
- Enhancing Readability
- Resist the urge to use All Upper – or Lowercase Letters
- Arranging Text into Vertical Lists
- Sending Attachments with Care

#### **Lesson 7: Broadcast Emails**

- Branding
- Importance of Branding and consistent subject headings

#### **Lesson 8: Proofreading Does Pay**

- A Proofreading Primer
- How Peer Review Can Help

#### **Lesson 9: Polishing Your Cybermanners**

- Watch your Cyberlanguage
- Avoiding Sexist Language
- Set the Right Tone
- Dodging Conversational Pitfalls
- Extinguishing Flames

#### **Lesson 10: Netiquette Guidelines**

- Reviewing Netiquette Guidelines
- Netiquette Guidelines for Managers

#### **Lesson 11: Managing Email Overload**

- Controlling your Inbox Clutter

#### **Lesson 12: Examples**

- The Good
- The Bad
- The Ugly

**Talk to our expert team**

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