

# EMAIL ETIQUETTE



Email is an important element of everyone's work life, yet many people have never been trained on the key elements of sending effective email. As a result, too many unimportant and ineffective email messages are sent that tie up valuable resources and employee's time.

This program is designed to help participants recognize when email should and should not be used, and important tips for sending effective email communications. This helps increase the professionalism and efficiency in your organization, and can increase employee awareness of email risks, which could end in costly lawsuits.

**Program Length: 30 minutes**

## **Course Outline:**

- Purpose of Email
- Sending Email
- Responding to Email
- Formatting Email Correctly
- Benefits of Effective Email Use

**This course can be easily customized to include your organizations specific policies regarding sending emails.**



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