ON TOPIC: BUSINESS ETIQUETTE

The Talent Development team is pleased to offer relevant and meaningful learning opportunities to Virginia Tech's faculty and staff. On a quarterly basis, we are offering resources and professional development opportunities through this flyer, "On Topic," focusing on the university's core values and goals.

This fall, the professional development opportunity we are highlighting is Business Etiquette. Due to COVID-19, "business as usual" is a thing of the past, but the need to treat everyone with respect and understanding is more important than ever. These resources are here to help you brush up on etiquette, find strategies for staying calm in stressful situations, and take an active role improving your workplace.

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

— Maya Angelou

ONLINE COURSES

Select link for more information

Business Etiquette
Managing Emotions
Business Emails
Employee Feedback
Inclusive Conversations
Giving Feedback to Senior Colleagues

If you have never accessed a LinkedIn Learning course previously, please use this link to activate your Virginia Tech account.

DIGITAL CITIZENSHIP

The internet has become central to our lives. Every day we hear things like, "Did you read this tweet!" or "Have you watched that video?".

But how many of us are responsible digital citizens? Check out this info-graphic by Jessica Headrick and find out what kind of digital citizen you are.
The Office of Inclusion and Diversity provides programs that align with the InclusiveVT’s Four Institutional Goals that support and advance a more inclusive and diverse environment at Virginia Tech.

RESOURCES

ARTICLES

Use these articles and resources to help you improve your etiquette and workplace environment.

MEETING ETIQUETTE

- Seven Rules of Zoom Meeting Etiquette From the Pros
- How to prepare your Virtual Teams for the Long Haul

DIFFICULT CONVERSATIONS

- How To Have Difficult Conversations At Work
- Yes, You Must Talk About Race At Work: 3 Ways To Get Started

KEEPING CALM

- 10 Ways to Be More Mindful at Work
- How Brene Brown runs Emotionally Intelligent Zoom Meetings

VIDEOS:

- The Power of Vulnerability
- Smartphone Disrespect
- How to Deal with Difficult People
- Lockdown Productivity: Spaceship You

Wellness: Disrupted

Your mental health plays a large role in your interactions with other people. In the midst of disruption caused by COVID-19, creating a culture of health and wellness in meetings and events helps foster a healthier and more professional environment. The Hokie Wellness site offers several resources to help shift the conversation and make your meetings less stressful and more productive.

Inclusive Change

The Office of Inclusion and Diversity provides programs that align with the InclusiveVT’s Four Institutional Goals that support and advance a more inclusive and diverse environment at Virginia Tech.

Books:

See what is available HERE!