

10 days > 2 B → in ea. country
2 cultural events in ea. country

PDM Training Schedule: Professional Etiquette

Saturday, March 1, 2025 ▪ Karen K. Martin ▪ BLH 155

8:30: Training Start

Leaving time for announcements/introductions as needed

8:45: Introduction and Icebreaker

9:00: Professional Etiquette Part I: Interviewing/Job Search Etiquette

- Written Materials
- Making Introductions
- Interviewing
 - Online
 - In-person

10:00-10:10: 10-minute stretch break

10:10: Professional Etiquette Part II: Office Behaviors Etiquette

- Workplace Relationships
- Positioning for Advancement
- Meetings
 - Hosting
 - Attending
- Online Communication
- In-person Communication

10:50-11:00: 10-minute stretch break

11:00: Professional Etiquette Part III: Dining Etiquette and Real Time Practice

- Introductions
- Table Hosts
- Understanding the Layout
- Giving a Toast

12:00: Break for lunch (30 minutes, if provided)

12:30: Professional Etiquette Part IV: International Business: Culturally Specific Etiquette

Overview of basic knowledge about professionalism in these countries

1:00: Additional Material: Packing tips and how to travel light while looking your best

1:45: Closing and Wrap-up by 2pm