

EMAIL ETIQUETTE

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About the Programme

Communicating effectively and efficiently through email is an integral part of our daily business lives.

As email has become the most common method of communication in most business settings it is important to understand certain etiquette guidelines to maintain clear and respectful communication.



Course Topics Basic

- Importance of professional communication
- Writing effective subject lines
- Professional tone and language
- Structuring emails to be clear and concise
- Professional use of email signatures
- Handling difficult and sensitive emails
- Netiquette and email privacy

Course Overview

Programme: Email Etiquette

Audience: All

Duration: 1 Day

Delivery Methods: VILT / Classroom (face-to-face)

Pre-requisites: Basic English

Accreditation: On Request

Certificate: IDM Certificate of Completion

Programme Type: Public / In-company

Minimum Participants: Five (5)

Investment: R3500.00 excl. VAT



Contact Us

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