

Strive to Thrive

Career Tips For Ted Rogers School Students

These reports leverage the expertise of BCH staff to share best practices for students & alumni.

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What is Business Etiquette

Business etiquette encompasses a set of standards and expectations for social and professional behavior that are deemed appropriate within a business environment.

These guidelines dictate how individuals should conduct themselves in various professional settings, ensuring interactions are respectful, courteous, and conducive to a productive work atmosphere.

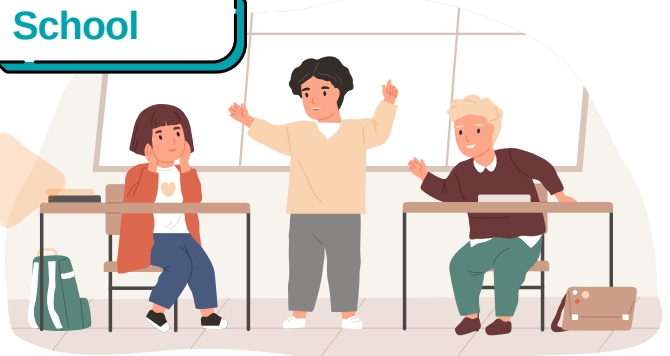


Business Etiquette in Workplace vs. School

Workplace



School



- ▶ In the workplace, professionalism is crucial, covering punctuality, communication, and dress code. Employees should arrive on time or early to show commitment and reliability.
- ▶ Workplace communication is formal, emphasizing clarity and professionalism, with proper salutations and titles used, especially with superiors or clients. Dress codes generally range from business casual to formal attire.

- ▶ In schools, casual attire and relaxed social interactions are common. Punctuality is valued but not as strictly enforced as in the workplace, with some flexibility given to prioritize learning and development.
- ▶ School communication is usually less formal, with casual interactions and less formal written communications. Dress codes are also generally more relaxed.
- ▶ School dress codes are usually less strict than corporate standards, allowing students to express individuality and comfort, which supports a positive learning environment.



For more information about dressing in the workplace, please check the [Business Attire report](#).

Importance of Business Etiquette in the Workplace

Business etiquette is crucial for a professional and respectful environment, boosting communication and productivity. It involves punctuality, appropriate dress, and respectful engagement, which builds and maintains trust with colleagues, employees, and customers.

Following business etiquette shows individuals as competent and reliable, boosting their reputation and reflecting well on the organization.



Professional Conversations

Professional conversations are goal-oriented and occur in formal settings like meetings and presentations. They focus on exchanging information, making decisions, and achieving objectives. Participants should follow etiquette, maintain respect, and adhere to an agenda for productive and effective communication.

Professional Conversations - Example



Employer

Good morning, everyone. Let's start by reviewing the progress on the Q3 project. Sarah, could you provide us with an update on the marketing campaign?



Employer

Great. Please ensure that all materials are aligned with the new brand guidelines. Also, let's schedule a follow-up meeting to discuss the campaign's performance metrics once it launches.



Employer

No, that will be all for now. Thanks for the update.

Certainly. We've completed the initial research phase and have finalized our target audience. The campaign launch is scheduled for next month. We're currently working on the creative assets and will have them ready for review by the end of this week.



Sarah

Understood. I'll send out a calendar invite for the follow-up meeting. Is there anything else you'd like to cover today?



Sarah

Professional Conversations - Example



Supervisor

Good afternoon.
I wanted to check in on the progress of the market research task I assigned you last week. Where do things stand?

I've completed the initial data collection phase, gathering information from industry reports, competitor analysis, and consumer surveys. I've noticed a growing interest in sustainable products among our target demographic and identified a gap in the market for affordable eco-friendly options.



Intern



Supervisor

Those are interesting findings. What's your next step?

I plan to analyze the consumer survey responses further to understand the motivations behind these trends and work on visualizing the data for presentation.



Intern



Supervisor

When do you expect to have a draft report ready for review?

I aim to have a draft completed by the end of next week.



Intern



Supervisor

That works. Please highlight any potential opportunities or challenges in your analysis. Let me know if you need any resources

Will do.
Thanks for checking in!



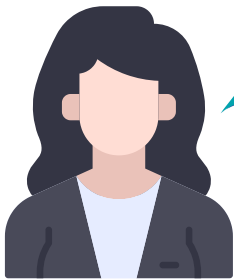
Intern

Casual Conversations

Casual conversations are relaxed and informal, taking place during lunch breaks or informal chats. They are spontaneous and cover personal or general topics, allowing for personal expression and humor.

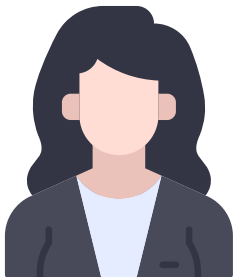
These interactions help create a friendly, supportive environment and build trust among individuals.

Casual Conversations - Example



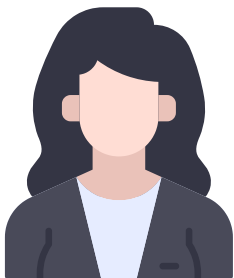
Alysha

Hey, did you try that new coffee shop around the corner?



Alysha

Yeah, they have this amazing caramel latte. You should check it out.



Alysha

No problem. Maybe we can grab a coffee there together sometime?



Pranaya

Not yet. Is it good?



Pranaya

I'll have to give it a try. Thanks for the tip!



Pranaya

Sounds good. Let's do it!

Casual Conversations - Example



Raymond

Hey, did you see the match last night? That ending was intense!



Raymond

Totally. The defense was solid, and the goalkeeper's save was a game-changer. He's been a real asset this season. I hope they keep this form. Will you be watching the game this weekend? I'm looking forward to it.

Absolutely! That last goal in stoppage time was amazing. The defense was like a fortress, and the goalkeeper was phenomenal. What did you think?



Matthew

Yes, I'll definitely be watching the game this weekend. It should be a close match! We should talk about it again on Monday!



Matthew

Useful Tips & Tricks

Use Appropriate Language



Avoid slang or inappropriate language to maintain professionalism and ensure clear communication.

Practice Active Listening



Avoid interrupting or cutting people off, allowing them to fully express their thoughts and ideas.

Respect Personal Boundaries



Steer clear of invasive or overly personal questions to respect others' privacy and comfort.

Read Body Language



Be mindful of others' schedules; if someone appears busy or in a rush, keep conversations brief.

Be Considerate of Time



Be attentive to non-verbal cues; if someone looks uncomfortable, avoid continuing with the same topic or prying further.

Choose Light Topics



Stick to lighter subjects for informal conversations, such as the weather, sports, hobbies, or weekend plans.

More Hub Insights



Seeking ways to boost your technical skills, review the [Technical Certification](#) report to better prepare for the job market.



Curious about how to dress appropriately? The [Business Attire](#) report provides great examples of attire in the workplace.



Planning to enhance and expand your networking skills? The [Best Networking Practices](#) report would be a valuable read

Visit the Business Career Hub

Employer Events

Interested in expanding your network and meeting industry professionals? BCH organizes and hosts many industry events - refer to your 'Careers Newsletter' or visit [here](#).

Bootcamps

Advance your technical, earn digital badges, and gain an advantage in today's workforce through Bootcamps. [Click here to register for current bootcamps.](#)

Career Help

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



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