

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.

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.

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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.

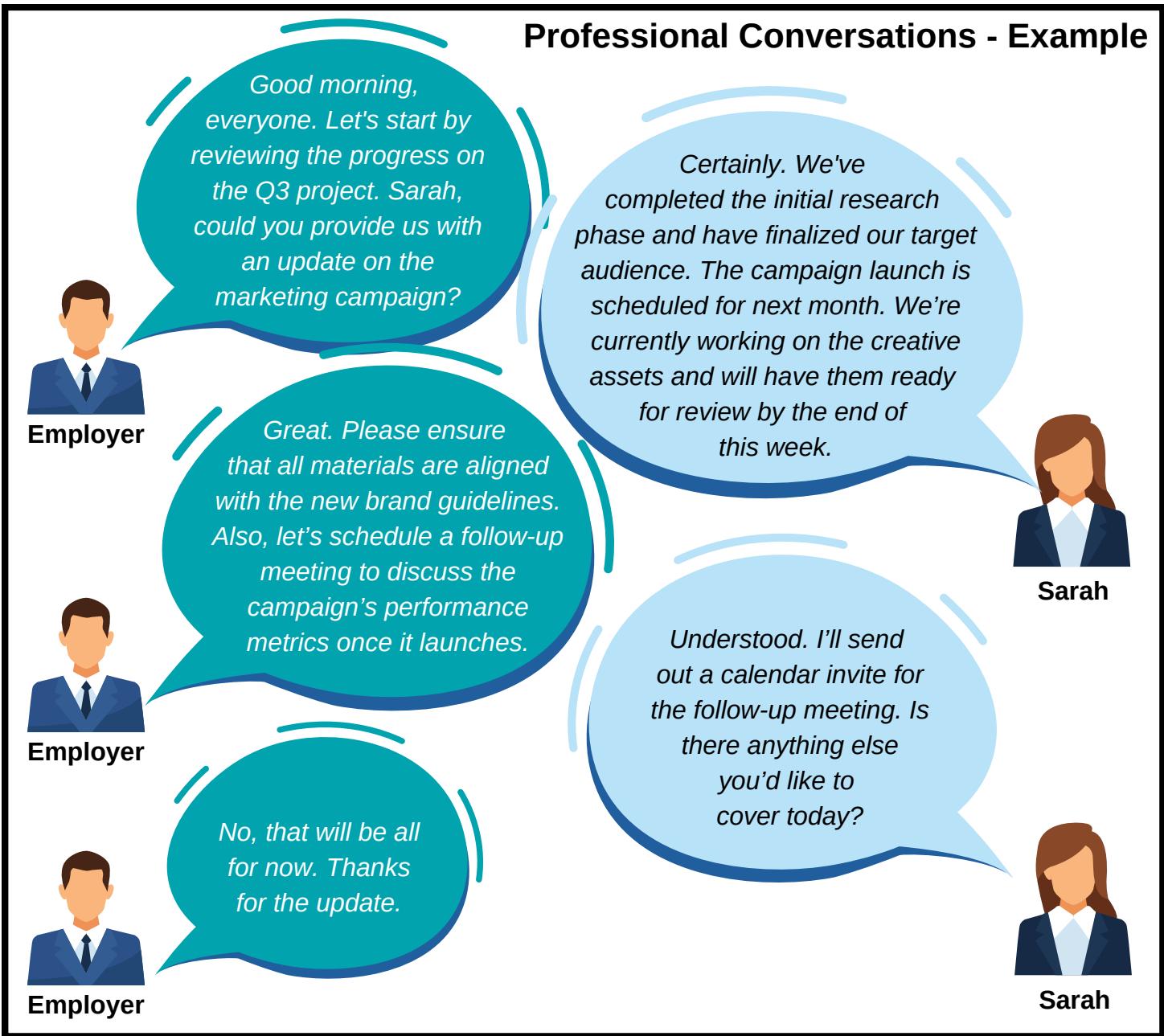
Following business etiquette shows individuals as competent and reliable, boosting their reputation and reflecting well on the organization.



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



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?



Supervisor

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



Supervisor

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



Supervisor

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

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

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

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



Intern

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

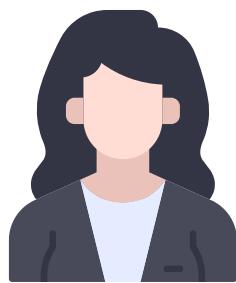


Alysha

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



Pranaya

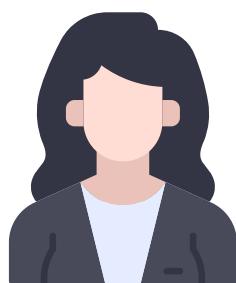


Alysha

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



Pranaya



Alysha

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



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.



Matthew

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!

Useful Tips & Tricks



Use Appropriate Language

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



Respect Personal Boundaries

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



Be Considerate of Time

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



Practice Active Listening

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



Read Body Language

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



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

The BCH hosts several employer events to prepare you for your professional career. Refer to your weekly 'BCH Careers Newsletter' for a list of upcoming [events](#).

Bootcamps/Prep Programs

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

Coaching & Mock Interview

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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Amir is an EMS Co-op student. He has been actively involved in both the academic and career departments of the Ted Rogers School of Management throughout his undergraduate tenure.

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