



CONVERSATIONS with WOMEN LEADERS

co-hosted by Murray Hill Institute-TX and MBAWI, Rice Chapter

Business Etiquette What it really means today

How you present yourself to others in the business world speaks volumes about you as a person and a professional. Knowing what is appropriate professional behavior will give you the confidence you need to present yourself as a competent professional woman.

Our speaker, Janet Northrup, has been practicing law for more than 33 years and is presently with Hughes Watters Askanase in an of counsel role. Janet defines etiquette as common courtesy among professionals. In her presentation she will touch on basic business etiquette expectations and responses.

- **Communication:** written, verbal, body language, email, iphone
- **Meetings:** punctuality, listening, speaking, preparedness
- **Attire:** importance of personal appearance and appropriate business wear
- **Personal interaction:** supervisor(s), peers, subordinates, eye contact
- **Work space:** it is a reflection of you!

Date: Wednesday, March 27, 2013
Time: 6:00-7:00 pm
Place: Rice University, McNair Building, Rm. 312
RSVP: Kathy McGarry (713-524-9782)
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Murray Hill Institute-Texas is a non-profit organization dedicated to helping professional women integrate ethical standards into their personal and professional lives. The Institute affirms women in the unique role they play in promoting a more just and harmonious workplace. To learn more about Murray Hill institute, go to texas.murrayhillinstitute.org.