



Ayre's-N-Graces Pty Limited

t/a **CTC C**ustomised **T**raining & **C**onsulting

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Email Etiquette

✓ Step 1 – Select Subject

Subject – Email Etiquette

Location – Client site

Prerequisites:

- A requirement to create well-structured and formatted emails and avoid the pitfalls and bad habits of emailing.

What do you get:

- ☒ Experienced & qualified facilitator
- ☒ Targeted course outline
- ☒ Printed Courseware
- ☒ Electronic Certificate
- ☒ Digital Badge for LinkedIn profile
- ☒ Free 6 month email support

✓ Step 3 – Contact CTC

www.ctcsydney.com.au

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Based on your chosen Subject and Topic selection, our expert team will advise the appropriate course length to cover your custom content and best delivery style to suit your needs. Three simple steps and you have a course tailored to you!

✓ Step 2 – Select Topics

Topics

- ☐ Definition
- ☐ Usage
- ☐ Pitfalls
- ☐ Structure
- ☐ Format
- ☐ Proofing
- ☐ Branding
- ☐ Mail Management
- ☐ Mail Manners
- ☐ Mail Tools