



The workplace brings different experiences, requires different talents and puts you in association with people you might not otherwise choose to be with. Manners and etiquette have a profound effect on the establishment and development of relationships. At work you spend hours with people you might otherwise never see as friends. You share common work-related goals with them, and your ability to work with them will influence your success at your job. Etiquette offers you tools that can smooth the way, can prevent difficulties from reaching the point where they threaten success, and can help you solve problems when you need to.

- [Office Issues](#)
- [Workplace Relationships](#)
- [Clients, Customers, Vendors, or Contractors](#)
- [The Social Side of Business](#)