

Traveling for business

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9-B

Eetiquette is very important

- ◆ *When you are traveling on a business trip, etiquette is very important as you are representing your firm and want to make a good impression.*

Good behavior

- ◆ *First and foremost, you need to be on your best behavior, especially if you are meeting with clients as you are representing your firm. Your company is counting on you to make a good impression.*



Working clothes



- ◆ *Dress appropriately, a little on the conservative side is always best. Do some research on the client and determine what the corporate culture is at their firm. Are you meeting with the CEO or someone from sales? This will also affect how you will dress.*

Be on time

- ◆ *Be punctual. It is better to be a little early than late. Again you want to make a good impression on the client and if you are going to get their business, they want to know that you can be on time.*



Conversation



- ◆ *Keep small talk safe; don't discuss money, religion or politics. Safe topics include sports, movies, music, the weather and books. Ask questions, it is the best way to keep a conversation alive. Make sure you listen to the answers.*

Remember

- ◆ *When traveling on business remember to be on your best behavior as you are representing your firm. Be professional and polite; good manners never go out of style. Do some cultural research before you leave home, especially if you are traveling to a foreign country. Look and act like the business professional you are and you will make a good impression for both you and your company.*

Thank you for you attention

