

CHARACTER EDUCATION AND ESSENTIAL ETIQUETTE FOR YOUNG ADULTS



What Is Your Future?

Describe your dream.

What are your talents? (programming, math, chemistry, graphic design, etc.)

When you do what you love doing, how does it make you feel?

- Special
- Powerful
- Worthy of attention
- In control
- On top of the world
- Free



Leadership Qualities

- Adopt a “can-do” Attitude.
- Always do your best.
- Never give up.
- Be civilized and pleasant.
- Be flexible and helpful.
- Be well-presented.
- Learn to be a great listener.
- Treat others with respect and kindness.
- Be a leader.
- Reach your goals.
- Respect others.



Action Steps For Students

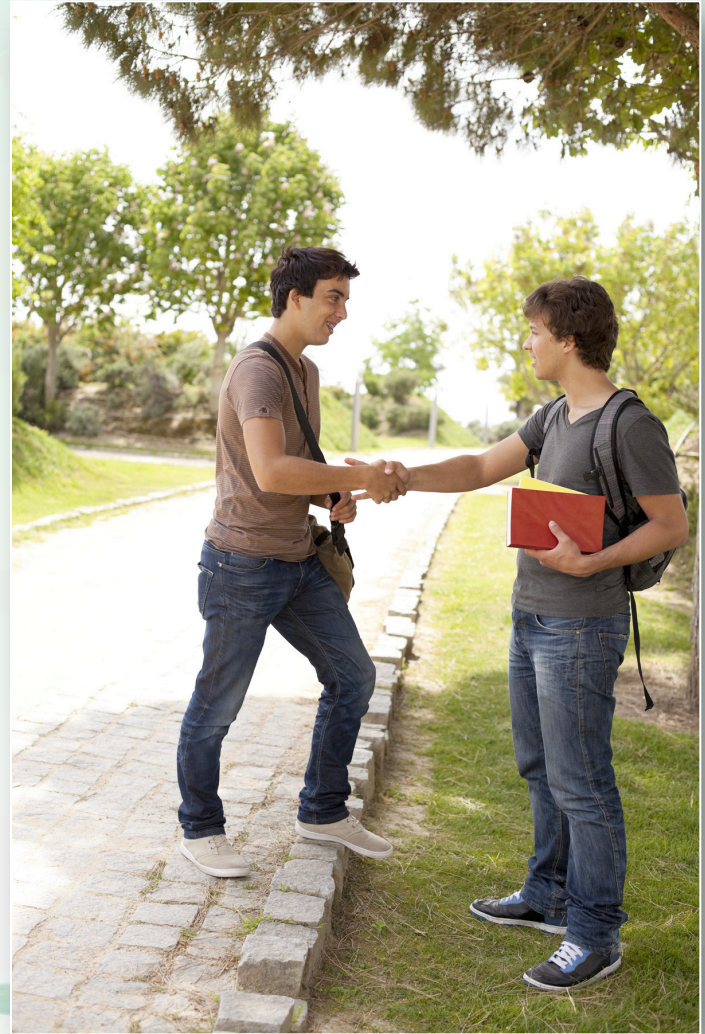
- Listen to your friends if they share troubling feelings or thoughts, encourage them to get help from a trusted adult.
- Share your feelings if you experience extreme fear, anger, intimidation, anxiety or desperation.
- Refrain from teasing or name calling.
- Use appropriate language.
- Respect the rights of all students but seek help and advice if needed.



Introductions

5 Important Steps:

- Stand up for all introductions.
- Smile to make people comfortable.
- Make eye contact to establish trust.
- Say your full name (first and last).
- Shake hands .



Phone Manners

- Say hello.
- Speak clearly and slowly.
- Identify yourself (don't say "guess who this is?")
- If a call is for another person, say "Just a moment please."
- Take a message promptly, write down the phone number and name.
- When leaving a message, say "Thank you" before hanging up the phone.
- Don't eat or chew gum.
- Leave a message if you reach an answering machine.



5 Commandments For Placing Calls That Impress

- Apologize, if you dialed a wrong number.
- Identify your company and yourself.
- Let person know, if someone else is on the line with you (conference calling, 3-way calling).
- Be organized and have your facts in front of you (don't search for a document or file while on the line).
- Don't interrupt, listen carefully and take notes until the other person is finished talking.



The background features a light green and yellow color palette with soft, wavy, horizontal lines. A faint, stylized globe is visible in the center, composed of concentric, slightly irregular lines. The overall aesthetic is clean and modern.

The End

Thank You For Listening!