

2010 Spotlight Workshop -- Gadget Etiquette

From texting to e-mail, speakerphones, Facebook, Tweets and corporate blogs, “techno” offices are here to stay. For most of us, that means daily involvement with gadgets -- and a new set of office behavioral norms to get familiar with. This workshop looks at ways to blend our Dilbert-like workplaces with the emerging do’s and don’ts of “techno-etiquette.”

For example:

1. How to enlist damage control when using E-mail.
2. Knowing correct volume settings when cell phones and beepers ring at work.
3. Understanding what Cubicle Etiquette means, and why it matters.
4. Embracing the double-edged sword that Text Messaging has become.
5. The growing role of Facebook on our office computers.
6. Putting incoming calls on Speakerphone in your office – yes or no?

Through group exercises, debates and lively conversation, we’ll look at ways to “play nice” in our tech savvy environments!