

KCK SUNFLOWER CHAPTER IAAP PRESENTS:

“BUSINESS ETIQUETTE”

Date: Wednesday, February 8, 2012

Please feel free to bring your “brown bag lunch” with you.

Location: Municipal Office Building, Suite 420, Kansas City, Kansas

Workshop: 12:00 Noon to 1:00 p.m. (1 recertification point offered)

Name:

Company:

Address:

Phone:

E-Mail:

No cost to attend. Space is limited to 20 people so register early.

Topics that will be covered:

E-Mail Etiquette – “To e-mail or not”

“Cubicle Etiquette”

“Business Meetings”

“Communication”

Please send your registration form to:

Janet L. Parker CSC/APC

Fax: 913-573-5796 or jparker@wycokck.org