



**WILLIAM
PATERSON
UNIVERSITY**

OFFICE OF HUMAN RESOURCES • COLLEGE HALL

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EMPLOYEE RELATIONS 973.720.3594 • FAX 973.720.2090 • WWW.WPUNJ.EDU

Professional Etiquette

Participants will gain powerful insight to their business reputation through participation in an anonymous 360 feedback survey from peers, subordinates and management. The confidential results will direct participants to focus their development in personal areas of opportunity for professional growth. Instruction will cover the verbal, written and behavioral skills expected of advancing professionals.

When: December 2, 2016

9:30am - 12:30pm

Where: College Hall Board Room 202

[Registration is required.](#) Please complete the attached registration form and scan and email to training@wpunj.edu or submit via fax to extension 2090. For questions, you may direct your call to Desyra Highsmith at extension 2834 or Myrna Torres at extension 2887.