

Manners in the business workplace

[Business](#)



Dear Ms Evans,

As the manager of Office Temps, I am pleased to respond to your queries about the need for etiquette and manners in workplaces. I will include a brief introduction for the need of etiquettes and manners at workplace, after which the report will include details of the changing rules in office conduct, gender free etiquette, good business manners and also the manners that people need to have while working in shared workplaces.

Need of Etiquettes and Manners at Workplaces:

Business etiquette plays a major role in the success of an individual to move towards their dream job. Business etiquettes do not have any clear and written out rules that need to be followed, however mainly includes being courteous, and respectful of people at the workplace (Jones-Shoeman). In the present times, with the fast paced information age work environment, office etiquette is becoming more important each day. Keeping up the etiquette within the workplace clearly is crucial to help each other work more effectively and to be able to keep up to the fast pace. To be able to keep up with the growing competition and need for fast paced working, people without office etiquette tend to be big hindrances to their own growth as well as the growth of the team and organization as a whole. Hence this is crucial and needs to be followed within all organizations.

Workers and Good Business Manners:

Workers are a keep in the development of good business manners as they form the business and if the business manners are developed by themselves, then there is higher chances that they would follow the rules and manners.

Workers form the business and hence in the case of the manners their inputs
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and contributions are needed the highest.

Rules of Office Conduct:

With the intense competition and the high need for goal oriented individuals, and the changing workplace styles (open work places), there are a number of changes to the office conduct. People need to be more aware of their surroundings and their behavior and need to also ensure that little or no personal discussions are held within the office space (Knoll). The main change in the present times is the need to respect the space of others as well as to ensure that aspects like noise, clutter and odor are kept under control. This helps in the overall effective workplace.

Gender Free Etiquette:

Workplaces require gender free etiquette and to do so, a few possible steps that can be inculcated in all employees are to follow the below mentioned rules: a) holding the door open for anyone who follows irrespective of their gender, b) shaking hands with everyone in the same manner, simple one hand, c) allowing the person closest to the door in the elevator to get off first, and d) recognizing people for their rank and not gender. In short, behaving in similar manner irrespective of the gender of the individual can lead to gender free etiquette (Academic Cengage).

Special Manners:

Some special manners that need to be followed by people are to identify and respect the space of people around and to ensure that no personal activity, like decorating their own work space disturbs others. For instance, placing potpourri in a workstation may disturb others in the workplace. Hence these need to be considered while working in shared workspaces.

Works Cited

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Jones-Shoeman, Cynthia. Office Etiquette: Using Manners in the Business Workplace. 16 June 2010. 29 November 2010 .

Knoll. Rules for Etiquette in the Open Office. 2010. 29 November 2010 .