Project Title: Workplace Etiquette Guide

Project Category: Independent Professional Growth

Objective: Create a quick-reference guide that outlines key etiquette tips and professionalism expectations for new interns or student workers. This project helps you model professional behavior and serve as a resource to future teammates.

Step-by-Step Instructions:

Step 1: Define What Etiquette Means - Workplace etiquette includes how we show respect, communicate, and behave in a professional environment. - Examples include dress code, punctuality, phone use, tone of voice, and respect for space.

Step 2: Interview or Research - Ask your supervisor and coworkers: What behaviors do they appreciate from interns? What bothers them? - Observe daily interactions and write down examples of good etiquette. - Research online: search “workplace etiquette tips for students” or “professionalism for teens in the workplace.”

Step 3: Organize the Guide by Category - Format your guide using clear headers and bullet points. Example sections:

1. **Communication Etiquette**
    - Say good morning and goodbye
    - Respond to emails within 24 hours
    - Avoid slang or overly casual language
    - Use appropriate subject lines and greetings
2. **Appearance & Dress**
    - Follow the company’s dress code
    - Avoid clothing with logos, rips, or revealing styles
    - Keep hair neat and personal hygiene strong
3. **Time Management & Responsibility**
    - Arrive 5–10 minutes early
    - Use a planner or calendar to stay on track
    - Ask questions if unsure instead of guessing
    - Own up to mistakes and learn from them
4. **Technology Use**
    - Keep phone silenced and out of sight during tasks
    - Only use headphones if given permission
    - Avoid scrolling social media during work hours
5. **Workplace Behavior**
    - Stay positive and polite

- Don’t interrupt others
- Keep your workspace clean
- Respect personal space and shared spaces

Step 4: Add a Personal Touch - Include 1–2 short examples of how you learned or practiced etiquette on the job. - Write a short intro or closing that encourages new interns to be mindful and professional.

Step 5: Format and Finalize - Make it easy to read with bullet points, bold headers, and a 1–2 page limit. - Consider adding a quote about professionalism at the top or bottom. - Ask your supervisor to review the final draft.

Deliverables: - 1–2 Page Workplace Etiquette Guide - Optional: Personal reflection or example scenario

Estimated Timeline: 1–2 weeks

Skills Practiced: - Professional writing and formatting - Observation and workplace awareness - Communication - Personal reflection - Initiative