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| RECORD OF TOOL BOX TALK | | | |
| Workplace: | | | Date: |
| Name of supervisor or presenter: | | | Time: |
| Persons present | | | |
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| Topics discussed | | | |
| * Professional Courtesy | | | |
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| Comments/Feedback | | | |
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*PROFESSIONAL COURTESY*

## What is professional courtesy in the workplace?

Demonstrate professional courtesy by showing up on time for meetings, presentations, or other work-related events, including being on time for work every day. This also means meeting deadlines and completing assignments or duties that your co-workers depend on to get their own jobs done.

## How can you demonstrate courtesy and respect in the workplace?

Ideas for demonstrating respect in the workplace include:

1. Treat people with courtesy, politeness, and kindness.
2. Encourage co-workers to express opinions and ideas.
3. Listen to what others have to say before expressing your viewpoint.
4. Use peoples’ ideas to change or improve work.

## Why is professional courtesy important in business?

courtesy in business communication builds strong relationships in the workplace. You can gain the trust of your employees and customers by showing them respect. In addition, they learn to be courteous to you in return, which creates a welcoming and nurturing work environment.

Here are 10 tips on how to be courteous to your co-workers:

* Say good morning. Exchanging a daily greeting is a must to build successful working relationships.
* Say thank you.
* Show mutual respect.
* Volunteer.
* Be a good area / desk neighbour.
* Promote effective communication.
* Clean up your mess.
* Avoid strong perfumes.