

Good Afternoon!

What We'll Cover Today

- ✓ First Impressions and Proper Attire
- ✓ Greetings and Introductions
- ✓ Professional Communication and Conduct
- ✓ Legislative Social Events

First Impressions

55%

Professional Attire

Business Formal

- ✓ The highest level of attire for business
- ✓ Suits, or jacket and complementing pants or skirt
- ✓ Crisply ironed blouse or shirt
- ✓ Necktie
- ✓ Dark socks or hosiery (stockings or tights)
- ✓ Dark, hard-soled, closed-toe shoes
- ✓ Appropriate accessories, jewelry, and make-up

Business Formal



Business Formal



Business Casual

- ✓ Sport coat with open-collar or polo shirt
- ✓ Blouse with a jacket and nice pants
- ✓ Sweater and khakis
- ✓ Sweater set
- ✓ Loafers or mules

Business Casual



Business Casual



Never Acceptable at Work

- ✓ Any clothing that is dirty, not ironed, or in disrepair
- ✓ T-shirts
- ✓ Flip flops
- ✓ Jeans with holes
- ✓ Evening wear (except at formal evening work functions)
- ✓ Leggings or other sports attire
- ✓ Pajamas, bathrobes, or other sleeping attire
- ✓ Any clothing that is revealing or too tight
- ✓ Clothing that is too baggy



Greetings and Introductions

Proper Handshake



Don't ...





Introductions

Pro Tip: When introducing yourself always state your first and last name, as well as the Senator you represent.

Pro Tip 2: The person with the greater level of authority has their name spoken first.

Pro Tip 3: Say something about each person to get the conversation started.

Introductions

Practice Scenario: Introducing a work colleague and a member of the House of Delegates at a legislative reception.

Professional Communication



Remember when ...



Now ...

Email Text Phone Messaging
Right now Immediately URGENT
10:00 at night 5:00 in the morning
24/7



Office Conduct



“Incivility Creep”



Social Functions



Social Functions

Pro Tip: Remember you are representing your Senator. Your conduct needs to reflect that.



Recommended Resources

Treating People Well

by Leah Berman and Jeremy Bernard

Modern Manners

by Dorothea Johnson and Liv Tyler

The Etiquette Advantage in Business

by Peter Post with Anna Post, Lizzie Post, and Daniel Post Senning

Emily Post's Etiquette, Centennial Edition

by Lizzie Post and Daniel Post Senning

Awesome Etiquette

Podcast by The Emily Post Institute

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Thank you!