

SENIOR: BUSINESS ETIQUETTE

Hey Girl Scout! Are you preparing for your first job or an important interview for your future? Then, this is the badge for you! Learn the basic business manners that will allow you to showcase just what you are capable of. When you have earned this badge, you'll know the kind of savvy you'll need to be successful in the business world.

Step 1: Communicate with style and confidence.

1. Like any useful skill, good communication takes practice! Practice by pitching a business idea.
2. First, think of an invention, like a new smartphone application, or a business idea, or new useful website. Dream up a strategy for how a local business can improve sales?
3. Then, present your idea to your family or fellow girl scouts. Research information on what makes a good business presentation. Wear business attire, and ask for feedback.

Supplies:

1. Computer

Step 2: Ace an interview.

1. Now we will discover some surefire ways to make a good impression. Think about which job interview questions could stump you and which seem simple.
2. Time to conduct a mock first round interview. Ask a parent to interview you for at least 10 minutes. Give them some common interview questions, and ask them to come up with some you are not expecting. Then, ask for feedback.
3. If possible, try to record yourself during the interview so you can look at your posture and nonverbal reactions.

Supplies:

1. Interview Questions List
2. Camera (optional)

Step 3: Try your hand at negotiating.

1. Sometimes women can be less likely than men to ask for what they want. Sometimes a compromise is called for, but many times you want your voice heard loud and clear - especially if you are the boss.
2. Ask a businessperson to share examples of situations in which they have had to negotiate. What happened? What did they learn? What tips do they have? Put those tips into action during a mock or real negotiation.

Supplies:

1. Paper
2. Pencil

Step 4: Explore how to act on the job.

1. Success at work involves more than your technical skills. Supervisors and fellow employees note how you interact and handle conflict and praise.

2. Research businesses that have received rankings as great places to work. Or, find one in your community with a great reputation. Then, speak to an employee about what it is like to work there and what is required to interact well on the job.

Supplies:

1. Paper
2. Pencil

Step 5: Network with flair.

1. Opportunity is more likely to come knocking if you have made sure others know you are looking for it. At least 60 percent of jobs are found through networking.
2. Attend a local or online job fair. Introduce yourself to at least three professionals. Make sure to get their business contact information and to follow up with them.