

Easy Business curriculum

2024 wk1-24

		Topic	Lesson
April	wk1	Office Etiquette	First day
	wk2		Appropriate Behavior
	wk3	Meetings	Etiquette
	wk4	Presentations	Language and introduction
wk5	Q&A section		
May	wk6	Meetings	Facilitating
	wk7	Telephone etiquette	Internal vs. external
	wk8		Availability
	wk9		Orders and confirmations
June	wk10	Emails	The body of the email
	wk11		Complaints
	wk12		Scheduling/Problems
	wk13		Business trips
wk14	Changing situations		
July	wk15	Introductions	People and companies
	wk16		Roles and duties
	wk17		Small talk
	wk18		Meeting & Discussions
wk19	Agreeing and disagreeing		
wk20	Checking and confirming information		
August	wk21	Human Resources (HR)	Skills and characteristics
	wk22		Interviews
	wk23		Assigning responsibilities
	wk24	Cultural differences	Comparing company cultures