

Thank You!

Hi Office National Family Member

Thank you for being part of the Office National family.

Here it is, the 1st in a series of 10 daily emails which gives you, as part of the Office National family, **a chance to win R20 000 in cash!!!** This email contains the first letter in the “Phrase Generator” competition. **Make sure to open all 10 emails in the series** and collect all 10 letters to complete the 10-letter phrase.

Workplace Protocols of the Past

Good manners and etiquette in business is extremely important in ensuring a successful and pleasant career for everyone involved. Whilst there are many protocols and practices from the past which we still implement today there are some which, most of us would agree, are better left in the past.



1. Thank You Notes

Not too long ago it was considered good manners to send a handwritten thank you note after an interview. These days, it might be best to save your handwritten note for a personal occasion and rather follow up an interview with a thank you email.

2. Big News

News such as “You’re hired”; “You have been promoted!” and “I’m resigning” used to be done in person. With more people working remotely, big news is now more often delivered over a phone call and followed up by an email. Imagine having to hop on a plane and fly to South Africa to be told you’re hired?

3. Unannounced Visits

Unbelievably, there was once a time when it was acceptable to drop in at a company and attempt to sell your product without an appointment. Thankfully, this practice became outdated even before the Covid pandemic changed the way in which we conduct meetings and business in general.

Stand a chance to win your share of R300 000

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Keep a lookout for tomorrow’s email with the next letter in our “Phrase Generator” competition, more protocols best left in the past and more ways in which **you could win your share of R300 000 worth of prizes.**

See you tomorrow!
The Office National Team