Email Etiquette

Category: Professional & Leadership Development | **Vendor:** Various

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Did you know that employees spend an average of 28% of their workweek managing emails? That’s over 11 hours dedicated to this single task every week! Ensuring your emails are clear, professional, and effective can save time, prevent misunderstandings, and foster stronger communication. In the Email Etiquette course, you’ll learn how to craft concise, impactful messages, avoid common email pitfalls, and establish a polished, professional tone that resonates with recipients.

About This Course

Did you know that employees spend an average of 28% of their workweek managing emails? That’s over 11 hours dedicated to this single task every week! Ensuring your emails are clear, professional, and effective can save time, prevent misunderstandings, and foster stronger communication. In the Email Etiquette course, you’ll learn how to craft concise, impactful messages, avoid common email pitfalls, and establish a polished, professional tone that resonates with recipients.

Who Should Attend

This course is designed for individuals seeking to enhance their digital communication etiquette on a more basic level. Upon completion, participants will emerge with the ability to communicate effectively and professionally via email, thereby contributing to personal and organizational success.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

By the end of the course, you will have mastered best practices for professional email communication, enabling you to craft clear and impactful messages with confidence. You will learn how to navigate organizational email policies effectively, ensuring compliance and professionalism in workplace correspondence.

Detailed Course Outline

- **E-mail Basics** – Overview of email systems and fundamental principles of effective email communication.
- **E-mail Policies** – Understanding organizational email policies and legal considerations to ensure compliance.
- **E-mail Features and Security** – Exploring email features, tools for enhancing productivity, and best practices for securing your email communications.
- **E-mail Messages** – Crafting clear, concise, and effective messages that convey your intended purpose.
- **E-mail Effectiveness** – Techniques for improving email response rates, engagement, and overall communication impact.
- **Netiquette Guidelines** – Essential online etiquette rules to maintain professionalism and foster positive digital interactions.
- **Composing Online Correspondence** – Practical strategies for writing engaging emails, managing tone, and adapting your style to different audiences.

Frequently Asked Questions

Q: What delivery options are available for Email Etiquette?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Email Etiquette course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Email Etiquette training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Email Etiquette?

Yes, we provide corporate training, dedicated training, and closed classes for Email Etiquette. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Email Etiquette?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Email Etiquette training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

© 2026 Nexus Human. All rights reserved. This brochure was generated on 14/11/2026.