

# Sara Armstrong



Change – Balance -Synergy

**Keynote  
Break-out Sessions  
Lunch and Learn  
Half and Full day  
Seminars**

Sara L Armstrong Ent. LLC  
2295 Towne Lake Pkwy  
Suite 116-197  
Woodstock, GA 30189  
Phone: 770-517-2558  
Fax: 770-517-2558  
[sara@sarmstrong.biz](mailto:sara@sarmstrong.biz)  
[www.sarmstrong.biz](http://www.sarmstrong.biz)



## **Electronic Etiquette – Think Before You Press Send**

In today's virtual business world, more and more prospects are making initial contact electronically. While it may be a big time-saver, electronic communication has enormous business and legal implications that must be considered before you press Send.

You will learn:

- Learn skills needed to communicate effectively and positively with customers electronically
- Learn how to convey a professional image through all e-messages you send
- Understand the business and legal power of e-communication

**Contact us today to book Sara Armstrong for your event**



Change -Balance -Synergy