



Company Outing Etiquette

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Understanding Company Outings

A **company outing** is a fun or educational activity that employees and employers can participate in together during or after work hours.



Outings can help improve **motivation**, team **performance**, and **relationships** between coworkers.



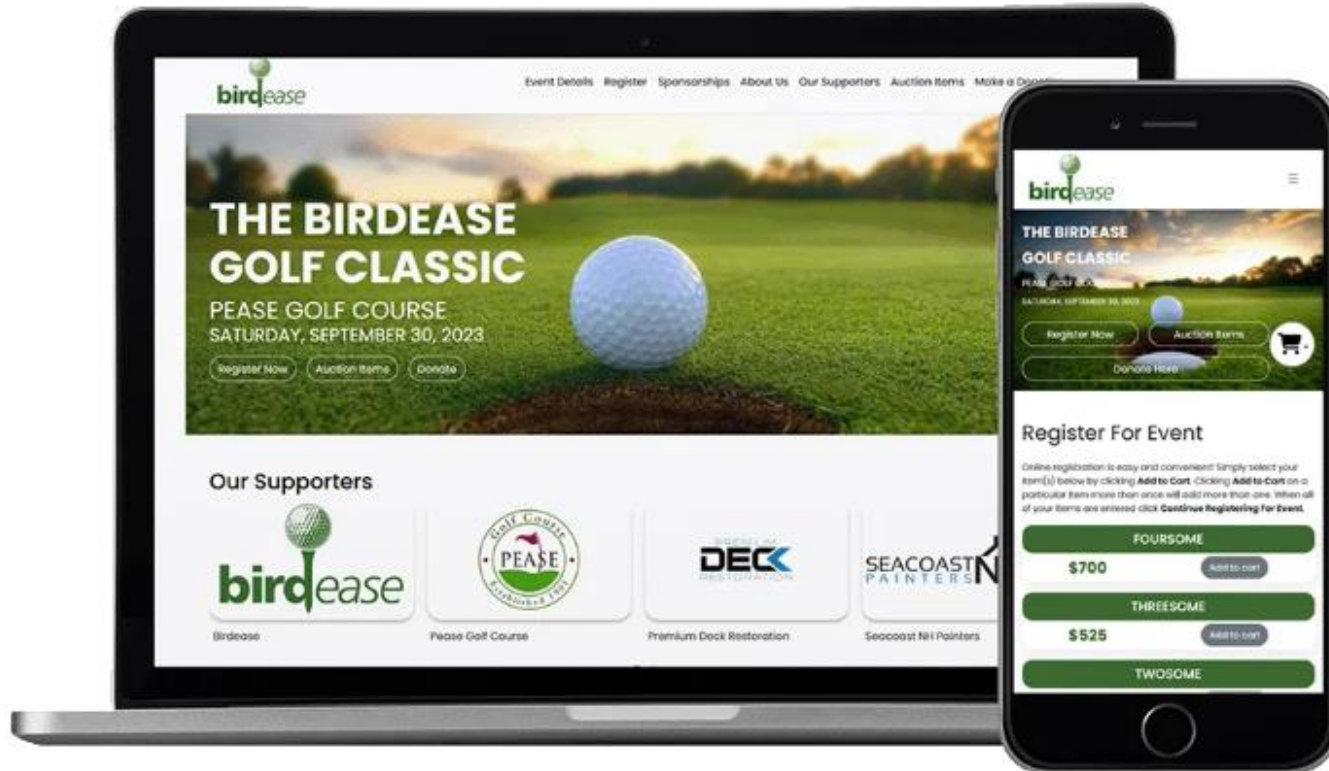
They can also help employees feel like they are **part of something bigger** and that their voice matters.

Team Building Activities

Social Events

Professional Events

General Etiquette Guidelines | Preparation



RSVP Promptly



Dress Code



Research

General Etiquette Guidelines | During the Event



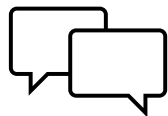
Punctuality



Professionalism



Engagement



Conversation Exit



Specific Situations and How to Handle Them

Interacting with Colleagues and Superiors

- Conversation starters and topics to avoid
- Respecting personal space and boundaries
- Building connections without being overbearing



Specific Situations and How to Handle Them

Dining Etiquette

- Table manners: Basic dos and don'ts
- Alcohol consumption: Setting limits and staying in control
- Handling dietary restrictions and preferences



Specific Situations and How to Handle Them

Activities and Games

- Participating in team-building exercises
- Sports and physical activities:
Respecting different skill levels and abilities
- Competitive games:
Maintaining sportsmanship and positive attitude



Digital Etiquette Guidelines



Social Media, Photos



Device Usage

unplug 

After the Event

Follow up

- Thank organizers and hosts
- Reflect on the event

Maintain Connections

- Keep in touch with new contacts
- Build on relationships formed during the outing



Conclusion

General Etiquette Guidelines

- Preparation
- Behavior during the Event

Specific Situations and How to Handle Them

- Interacting with Colleagues and Superiors
- Dining Etiquette
- Activities and Games

Digital Etiquette

- Social Media
- Device Usage

After the Event

- Follow-Up
- Maintaining Connections





Thank you!

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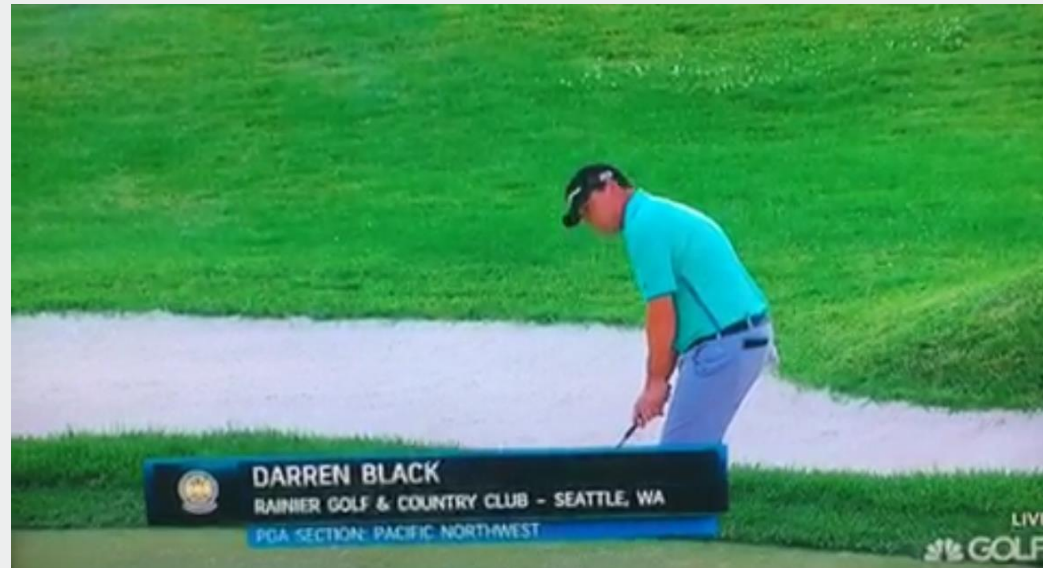
Golf Etiquette – On the Course

Darren Black

PGA Director of Instruction

Topgolf - Renton

**“How you act”
is more important than
“how you play”**



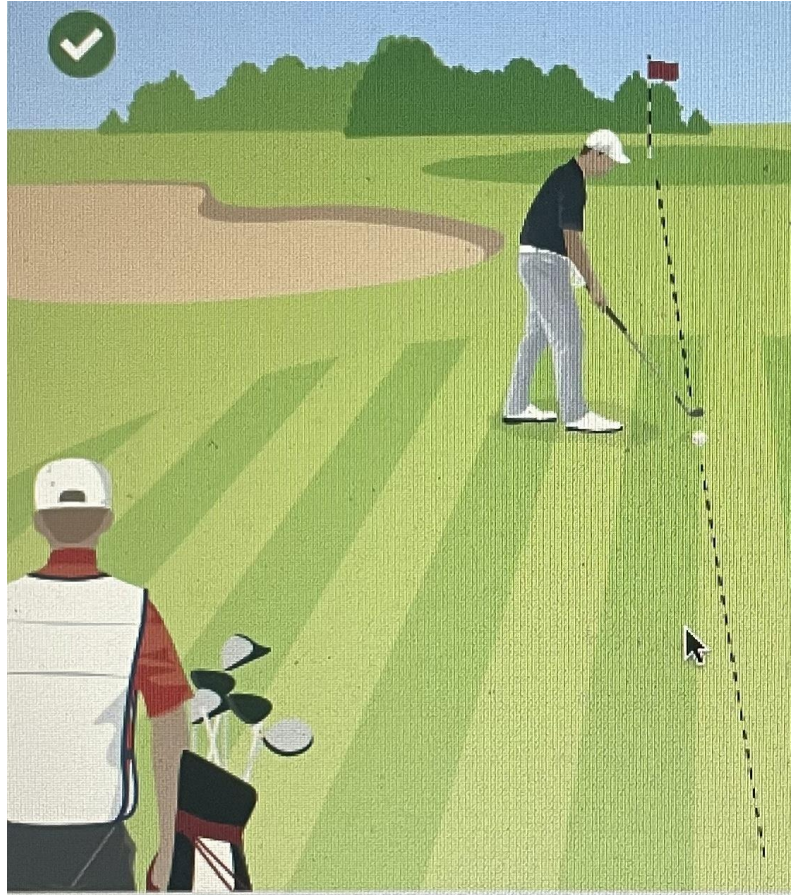
Things to Know - BEFORE ARRIVING

- When to show up before “tee time”
- The dress code of that course/function
- What food and beverage is going to be offered/available
- Who you are paired with; CEO’s, potential clients, friends, ect.

Things to Know - ON THE COURSE

- Where to stand when someone is hitting
- Don't talk while someone is hitting
- On the putting green, don't walk through their intended line
- Play fast – leave clubs on the way to your golf bag

ON THE COURSE – Where to stand



ON THE COURSE

- Don't talk or make noise while someone is hitting
 - Don't yell or shout
 - Don't use your cell phones



ON THE COURSE

- On the putting green, don't walk through someone's "line"



ON THE COURSE



- PLAY FAST!
 - Without rushing

ON THE COURSE

- Leave clubs on the way to the cart or next hole



Things to Know - CARE FOR THE COURSE

- When taking a divot, how to replace
- When you make a ball mark, how to fix
- When in a bunker, rake the sand

CARE FOR THE COURSE

- Replacing Divots



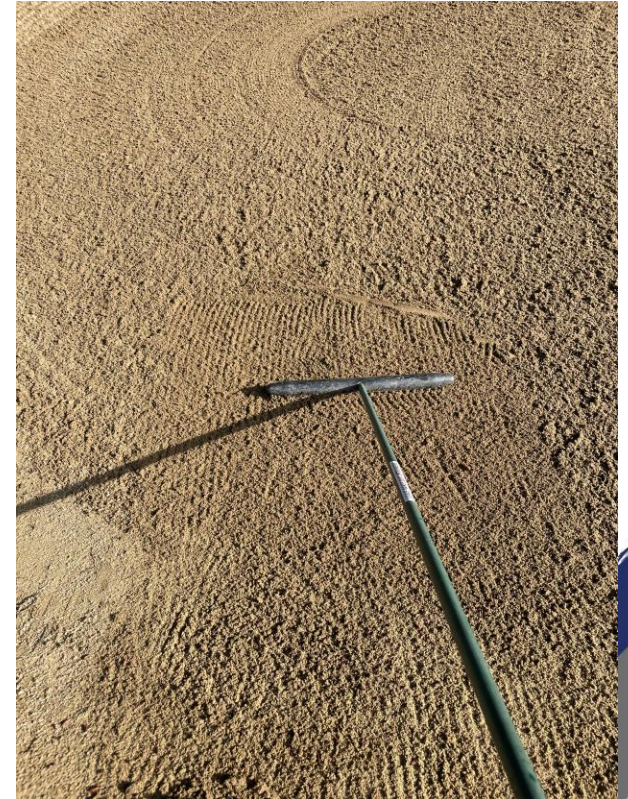
CARE FOR THE COURSE

- Fixing a Ball Mark



CARE FOR THE COURSE

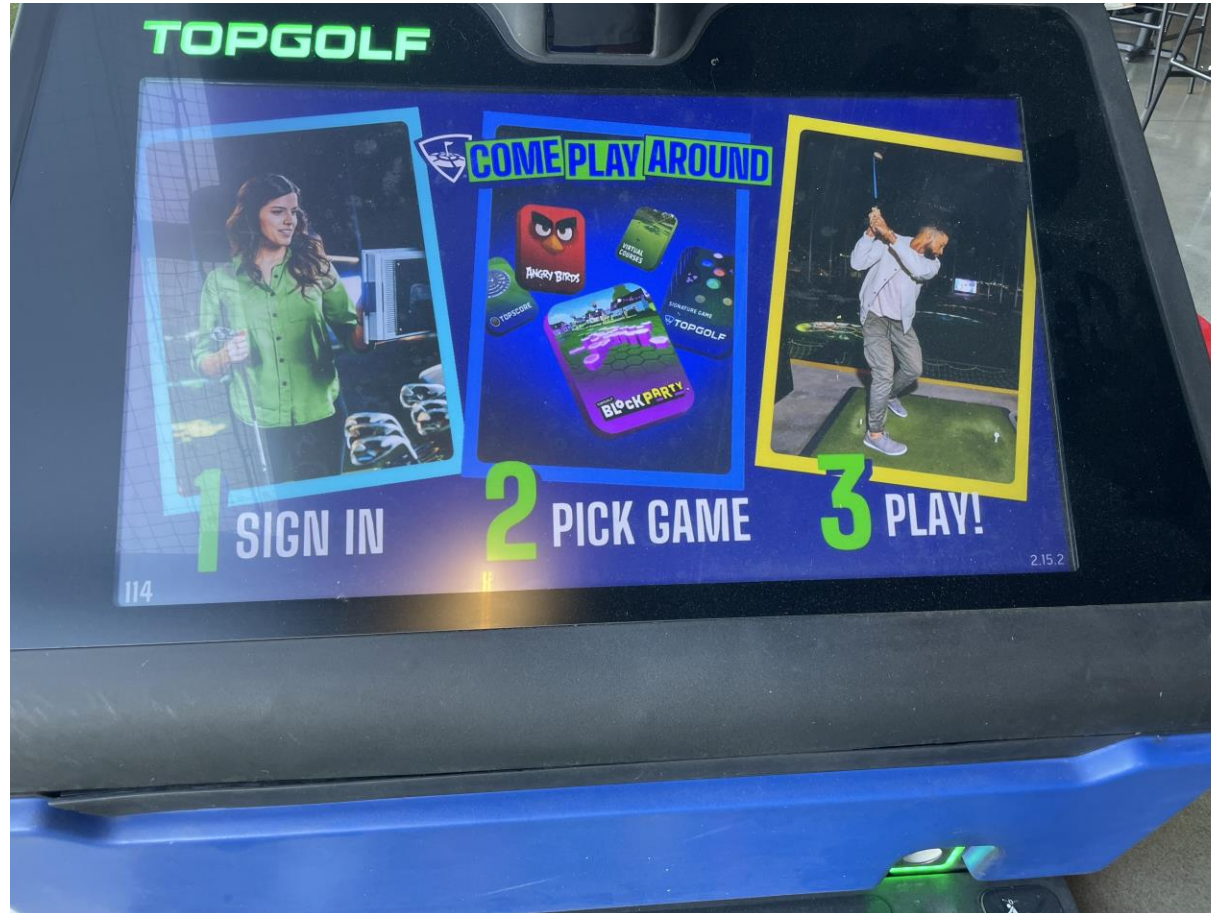
- Raking the sand after a bunker shot



**“How you act”
is more important than
“how you play”**

TOPGOLF – Things to Know

How to get started



TOPGOLF – Things to Know Safety

