

*Members-Only WEBINAR SERIES*

# GOAL ACADEMY



On July 10 at noon, log in to the CAPA Goal Academy webinar  
“Top 5 Email Etiquette Mistakes and How to Avoid Them”

Stayce Wagner is Founder & CEO Spencer Crane Etiquette, LLC

<https://attendeegotowebinar.com/register/3051215533682687755>

**Description:** As a legal professional, you know that emails are everyday communication tools, but did you know that your email writing skills influence how you are perceived at work? Every email that you send is a mini-representation of your abilities and your respect for others. Learning how to avoid all-too-common email etiquette mistakes can help you to write effective emails that make a positive impression.

## Stayce Wagner: Top 5 Email Etiquette Mistakes and How to Avoid Them

Business etiquette expert and author Stayce Wagner is the founder and CEO of Spencer Crane Etiquette, LLC. Spencer Crane Etiquette's mission is to empower the young professional with the business etiquette skills that can help her achieve career success on her terms. Ms. Wagner is the author of "[Modern Business Etiquette for Young & Fabulous Professionals](#)," named by BookAuthority.org as one of the best new etiquette books to read in 2019.



Ms. Wagner is a certified Corporate Etiquette and International Protocol Consultant trained by The Protocol School of Washington®. She holds a Bachelor of Arts Degree in Political Science from UC Berkeley and a Certificate in Litigation from UCLA's Attorney Assistant Training Program. Her corporate experience includes more than 20 years as a senior paralegal, manager, and team leader at leading California law firms and legal organizations.

To book Stayce for a workshop, speaking engagement, or private consultation, please call us at 877-542-8787 or email us at [info@spencercrane.com](mailto:info@spencercrane.com). Follow Stayce on Instagram, Twitter, and Facebook @CareerEtiquette | LinkedIn: <https://www.linkedin.com/in/staycewagner> | [www.spencercrane.com](http://www.spencercrane.com)

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**Book Giveaway:** "[Modern Business Etiquette for Young & Fabulous Professionals](#)," by Stayce Wagner

Have you ever wondered:

- How to make sense of business casual?
- How to make small talk when you don't know what to say?
- How to navigate a 21st-century business dining experience?
- How to successfully marry your personal brand to your social media presence?
- And, where can you find relevant and reliable answers to these and other modern business etiquette dilemmas?

[“Modern Business Etiquette”](#) meets you and the other 20+ million millennial women in the US workforce where you are: serious about growing your career and careful about guarding your authenticity. This guidebook offers a relatable and solution-focused approach to contemporary business etiquette dilemmas and presents tools and takeaways that you can use immediately to confidently navigate today's business realities.

[\*\*\*Modern Business Etiquette for Young & Fabulous Professionals: A Quick Guide to Professional Empowerment and Success\*\*\*](#) (Spencer Crane Publishing, An Imprint of Wyatt-MacKenzie, May 2018, \$25.00, 116 pages, 5.5 × 8.5, case laminate, ISBN: 9781948018036; \$12.99, E-Pub: 9781948018265) is available at online booksellers including [Amazon.com](https://www.amazon.com) and [BarnesandNoble.com](https://www.barnesandnoble.com). For more information, visit [www.spencercrane.com/media](http://www.spencercrane.com/media).