

# Weblinks related to Office Competencies

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## **Etiquette and Professional Dress (YouTube Videos)**

Business Etiquette - Introductions

<http://www.youtube.com/watch?v=GqQYS50TyfM&feature=related>

Dining Etiquette - European vs. American Dining Style

<http://www.youtube.com/watch?v=fypq2qhRZnI>

Men's Guide to Professional Dress for an Interview

<http://www.youtube.com/wat?v=wRgrx2o-cvs>

Women's Guide to Professional Dress for an Interview

<http://www.youtube.com/watch?v=cpMQLe2pCD0>

## **Free Online Portfolio Sites**

LiveBinders

<http://www.livebinders.com>

Zoho Notebook

<https://notebook.zoho.com/>

## **Professional Organizations**

American Society of Administrative Professionals

<http://www.asaporg.com/>

Association of Administrative Assistants

<http://www.aaa.ca/>

Association of Executive and Administrative Professionals

<http://www.theaeap.com/>

Association of Health Care Administrative Assistants

<http://www.ahcaa.org/>

International Association of Administrative Professionals

<http://www.iaap-hq.org/>

International Virtual Assistants Association

<http://www.ivaa.org/>

Legal Secretaries International Inc.

<http://www.legalsecretaries.org/>

NALS

<http://www.nals.org/>

## **Sample Online Portfolio Sites**

Big Black Bag.com

[http://www.bigblackbag.com/online\\_portfolio\\_samples.asp](http://www.bigblackbag.com/online_portfolio_samples.asp)

Viewbook

<http://www.viewbook.com/portfolio-examples>