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- Always refer to your colleagues by their full name
 - Open conversations by remarking on the economy
 - Always make eye contact while shaking hands
 - Always nod in agreement while others are speaking
 - Smile at all times
 - Always remain calm and collected
- DO NOT ACKNOWLEDGE THE APOCALYPSE

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	0-25%	26%-50%	51%-75%	76-100%
1) ALWAYS REFER TO YOUR COLLEGUES BY THEIR FULL NAME	Never refer to your colleagues by their first OR last name (instead "my esteemed colleague in the blue jacket")	NEVER refer to your colleagues by their first name	Always refer to your colleagues by their first name	Always refer to your colleagues by their full name
2) ALWAYS OPEN CONVERSATIONS BY REMARKING ON THE ECONOMY	You must open a conversation by remarking on your surroundings	You must open a conversation by remarking on the weather	You must open a conversation by remarking on the local sports team	You must open a conversation by remarking on the economy
3) ALWAYS MAKE EYE CONTACT WHILE SHAKING HANDS	DO NOT Make eye contact while shaking hands	You must always make eye-contact before shaking hands.	You must always make eye-contact before and during shaking hands.	You must always make eye-contact before, during, and after shaking hands. It is better (but obviously not ideal) to miss their hand entirely than to break eye-contact
4) ALWAYS NOD IN AGREEMENT WHILE OTHERS ARE SPEAKING	When someone else is speaking, disagree with them consistently	When someone else is speaking, feign interest in what they are saying	When someone else is speaking, smile and nod after every statement made	When someone else is speaking, it is not enough to just nod or smile. You must tell them verbally and often that you care about what they say and value their thoughts.
5) SMILE AT ALL TIMES	Never bear your teeth, this is too aggressive and unsightly	Smile when others are speaking	Smile at all times	Smile warmly and overenthusiastically at all times
6) ALWAYS REMAIN CALM AND COLLECTED	Shouting over others is the way to make sure you are heard. Do this.	Use your outside voice. This shows you are assertive, important and can Get The Job Done (™)	When speaking, match the volume of the person you are speaking with. Mirroring someone's behaviour leads them to trust you more.	Always remain calm and collected. Speak Softly. This makes others lean in to hear you and asserts dominance.
7) DO NOT ACKNOWLEDGE THE APOCALYPSE	DO NOT ACKNOWLEDGE THE APOCALYPSE	DO NOT ACKNOWLEDGE THE APOCALYPSE	DO NOT ACKNOWLEDGE THE APOCALYPSE	DO NOT ACKNOWLEDGE THE APOCALYPSE
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